NOBLE GUIDE ACADEMY

Plot No. M-305, FCDA Owner Occupier Scheme Kubwa Abuja
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In the Name of Allah the Beneficent the Merciful

Noble Guide Academy is accredited by the Department of Policy & Implementation, F.C.T. Education Secretariat and is also a member of the International schools of the Department of Education UK.
It offers an integrated Curriculum (Islamic, International & Nigerian) from Year 7(JSS 1)-Year 12(SSS 3).

NOBLE GUIDE VISION:
To be that model institution which instils knowledge, skills and character to achieve success.

OUR MISSION:
To offer high quality teaching which enables students to enjoy their learning and achieve their best.

I am delighted that you have chosen the Noble Guide Academy Abuja (NGA) as a potential school for your child. NGA is a Cambridge accredited, standards-based international school in Abuja, Nigeria. Our school is accredited by the Department of Policy and Implementation, F.C.T Education Secretariat and also a member of the International Schools of the Department of Education UK.

WHAT WE OFFER:

To be global citizens, an important academic goal of Noble Guide Academy is to provide holistic educational experience for our students which has been termed as Portfolio Education. Towards this end, we are continuously looking for ways to improve the quality of learning at our school.

Through rigorous academic programmes and curriculum, students have an opportunity to learn through project based learning, technology, and the latest trends and best practices in education. Our low teacher to student ratio (approximately 20:1) allows for lasting relationships and truly individualized learning opportunities.

The curriculum is centered on the Nigerian requirements of the West African Senior School Certificate Examination (WASSCE) and National Examination Council (NECO). This is enriched with an international Curriculum; The Cambridge International Certificate for Secondary Education (IGCSE).

As access to places in overseas universities is very competitive, at Noble Guide Academy, we counsel our students and provide courses to prepare them to obtain additional internationally recognized certifications like the International English Language Testing System (IELTS) and Scholastic Aptitude Test (SAT).

WHY INTERNATIONAL CERTIFICATION?

These internationally recognised certifications are mostly beneficial in the future of the children:

- The students will be able to fit in and compete favourably anywhere they find themselves in the world.
- For easy admission into foreign universities even at post graduate level.
- This would always set them ahead in job placements and opportunities as it is always the preferred certification.

The Islamic and Arabic Studies will centre on a rich and solid background in the understanding of the Quran and Hadith which will enable the child to communicate fluently in Arabic compliance with standard of University of Medinah, Saudi Arabia.

In addition, our curriculum enriches the students' life through our Portfolio Education. This will enable our students to identify and demonstrate practical knowledge acquired in the classroom. They will achieve this by attending compulsory internship programmes, workshops and seminars. All these are expected to prepare them for financial literacy and independence.
Aside, our quality pastoral care and mentoring programmes fully support the students' stay on campus. The students will be provided with sporting activities and clubs, as well as social and spiritual needs.

We endeavour to prepare all our students to have access to the best worldwide educational exposure and opportunities in their future studies and to become global citizens who make significant contributions to the lives of others. We have plans for local and international educational trips.

NOBLE GUIDE ACADEMY 2018-2019 ADMISSION PROCEDURES

1. Admission Requirements

a. Students are accepted for places at Noble Guide Academy within these age groups following the UK educational system.

Class	Age	Birth Date Falls Between
Year 7 (JSS 1)	Ten years (by 31 December)	1 Jan. 2007 – 31 Dec. 2017
Year 8 (JSS 2)	Eleven years (by 31 December)	1 Jan. 2006 – 31 Dec. 2017
Year 9 (JSS 3)	Twelve years (by 31 December)	1 Jan. 2005 – 31 Dec. 2017
Year 10 (SS 1)	Thirteen years (by 31 December)	1 Jan. 2004 – 31 Dec. 2017
Year 11 (SS 2)	Fourteen years (by 31 December)	1 Jan. 2003 – 31 Dec. 2017
Year 12 (SS 3)	Fifteen years (by 31 December)	1 Jan. 2002 – 31 Dec. 2017

b. Collect admission pack which includes Admission Letter and School's Prospectus from the Registrar's Office or download it from our website.

c. Kindly ensure the provision of the available documents with the Registrar:

- Primary School Leaving Certificate/ Testimonial
- Transfer Certificate from previous school
- Photocopy of birth certificate or Bio data page of International Passport
- Photocopy of previous school report
- Photocopy of health certificate
- Four recent passport – sized photographs (name written at the back).
  Please state your child's name and surname as you want them to appear on all his or her school records and certificates. Also, ensure that the e-mail address given is active to facilitate communication.

2. ACCEPTING A PLACE AT NOBLE GUIDE ACADEMY

Please ensure to fill the Acceptance Form. The duly signed Acceptance Form should be accompanied by complete school fees payment. If the signed acceptance form and payment are not received by the given date, any place allocated will be offered to the next child on the waiting list.

3. PAYMENT OF FEES

A new student at Noble Guide Academy will not be permitted to take up his or her place until the full term's fees have been paid, except in exceptional circumstances and by prior arrangement with the Registrar.
A bank teller's slip will be given along with the Acceptance Form.
The school can issue an annual fee bill so that only one payment per year is necessary. A discount of **5%** of Tuition fee is allowed against the annual tuition fee if this is paid in full before 31st August in subsequent years.
Please contact the School Bursary if you would prefer to pay in this way.
For children joining the school after start of term the full term fee is due unless the child does not join the school until after the half – term break, in which case only half the tuition fee is payable.
This will be detailed on the term's fee bill.

An administrative charge of 25**%** of fees will be imposed on withdrawal of a student after school's resumption.

The date by which school fees must be paid is clearly stated and we do respectfully request that parent note and keep to these dates.

4. AFTER PAYMENT OF SCHOOL FEES

Collect the following from the Registrar:
Receipt, Complete school wears and Parent's Pick-up card and Car sticker.
On resumption to the new academic year, the Registrar will do class placement for the students.

5. LATE PAYMENT OF SCHOOL FEE BILLS

In order to assist our accounting process in matching tellers received to fees due, please ensure your bank teller clearly identifies the child to whom it relates.

The fee bill must be paid by the due date stated. The appropriate dates are clearly printed on the fee information for the year. If you are out of town when fees are due, kindly ensure arrangements for the payment to be made as soon as possible. Any child whose school fees remain unpaid on the due date will make a fresh application (subject to the availability of a place) and pay the Registration fee.

If for any reason a parent knows that he or she will not be able to pay the school fees by the due date a letter should be sent to the Registrar in good time explaining the circumstances and requesting for an extension. This cannot be done retrospectively after the fees are due. The Registrar has the discretion to approve an extension to the due date and ask you to arrange an appointment to discuss the circumstances.

6. PAYMENT METHOD

It is the School Policy to receive all payments through the dedicated Bank Accounts of the school and all tellers must clearly identify the child to whom it relates.

School Hours (2018 – 2019)

Secondary School Timings

	Monday – Thursday	Friday
Lessons	7: 30 a.m. -4:30 p.m.	7:30 a.m. – 1:00p.m.