Plot No. M-321, FCDA Owner Occupier Scheme Kubwa Abuja
Telephone: 0803-207-7330, 0805-527-3544
Admissions Coordinator: 08170051073, 08169623788
Website: www.nobleguideacademy.com.ng
Email: info@nobleguideacademy.com.ng

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, IPC, Montessori & Nigerian) from Pre- school to 6th Grade.

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.

NOBLE GUIDE ACADEMY 2017-2018 ADMISSION PROCEDURES

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

Class	Age	Birth Date Falls Between
Toddler	0ne year by (by 31 December)	1 Jan. 2016 – 31 Dec 2017
Playpen	Two years (by 31 December)	1 Jan. 2015 – 31 Dec. 2017
Preparatory	Three years (by 31 December)	1 Jan. 2014 - 31 Dec. 2017
Nursery	Four years (by 31 December)	1 Jan. 2013 – 31 Dec. 2017
Reception	Five years (by 31 December)	1 Jan. 2012 – 31 Dec. 2017
Grade 1	Six years (by 31 December)	1 Jan. 2011 – 31 Dec. 2017
Grade 2	Seven years (by 31 December)	1 Jan. 2010 – 31 Dec. 2017
-Grade 3	Eight years (by 31 December)	1 Jan. 2009 – 31 Dec. 2017
Grade 4	Nine years (by 31 December)	1 Jan. 2008 – 31 Dec. 2017
Grade 5	Ten years (by 31 December)	1 Jan. 2007 – 31 Dec. 2017
Grade 6	Eleven years (by 31 December)	1 Jan. 2006 – 31 Dec. 2017

a. Collect admission pack from the Admin. Office or download it from our website and pay a sum of N 5,000.00 Registration fee (non – refundable). Pay in cash at the office or online and come with a print out for proof of payment. A tour of the school can sometimes be arranged at this point. It is always necessary to telephone in advance for an appointment to meet the Head of School. There are some admission situations which require her involvement.

b. Complete the registration form and submit to the Secretary together with:

- Transfer Certificate from previous school
- Photocopy of birth certificate.
- Photocopy of last school report (Reception – Grade 4 only)
- Photocopy of health certificate / immunization record card (this must be up – to – date at the point of admission).
- Four recently snapped passport – sized photographs (name written on the back)

c. Following receipt of the completed documentation, prospective pupils will be invited to visit the school for assessment as appropriate for Pre – School and Primary School places. (See Assessment).

d. After the assessment visit, the Head of School will discuss the results with the teacher concerned and then decide on the allocation of a class. This process takes a minimum of 24hours.
The Head of School's decision is final.

e. Children are offered places in the school based on:

- Results of an educational assessment, which may include reports from a previous school.
- Siblings in the school.
- Date of submission of registration form

f. Our policy is to assess children in the educational year group which is the correct one for their age under the British System. However, from result of the assessment, the child will be placed in the best class the child can comfortably operate in. Occasionally, parents ask us to assess their child a year below the "correct" year, and we will usually oblige such a request. However, we will not usually accede to a request to assess a child in the year group above his / her "correct" one, nor sustain any acceleration of a child made by another school, unless there is startling evidence that it would be educationally sound to do so in the context of Noble Guide Academy.

2. ASSESSMENT

No formal assessment is given to children who are to be placed in Toddler and Playpen classes.
However, they should be brought to the school for physical observation.

Children to be placed in Preparatory – Grade 6 are required to sit an entry formal assessment. This test assesses a child's learning and potential based on the school's customized hybrid curriculum.
The child will also be assessed by reference to their previous school's reports together with any other available information from their current school, including examples of their works, exercise books, exam results, etc.
A date and time will be given for the child to come for the entry assessment.

3. ACCEPTING A PLACE AT NOBLE GUIDE ACADEMY

After your child passes the entry assessment, the Head of School will write to you with a formal offer and an Acceptance Form.

The Acceptance Form must be signed by the parent(s) and returned, together with complete payment of School Fees before the place can be confirmed and the admission letter issued.

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.

4. PAYMENT OF FEES

A child new to 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 Head of School.

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 accountant 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.

For children already accepted into the school and parents wish to withdraw after full payment of fees, a **5%** of the total fee will be deducted before resumption and **25% fee** after resumption. The same applies to all returning pupils, even when no payment has been made.

This serves as administrative charge.

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.

Term 2017 / 2018	Fee bill issued	Fees to be paid by	Term commences
Term 1	July 2017	August 31, 2017	September 11, 2017
Term 2	December 2017	January, 2018	January, 2018
Term 3	March 2018	April 2018	April 2017
If the total annual fee bill is paid before August 31, 2017 a 5% discount is allowed.			

5. AFTER PAYMENTOF SCHOOL FEES

Collect the following from the Admin. Office:

- Receipt, Admission letter and car sticker.
- Complete school wear and sportswear.
- Parent's Pick-up card.
- Collect supplementary forms

Upon presentation of the receipt to the Admission's coordinator, the pupil will be taken to the classroom.

Parents may not take new pupils unaccompanied to the classrooms.

6. LATE PAYMENT OF SCHOOL FEE BILLS

It is only when the receipted teller form has been received by the Accountant that we acknowledge receipt of payment. A school receipt is issued when you return the receipted teller form to the school.

In order to assist our Accountant's office 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 you must make arrangements for the payment to be made. Any child whose school fees remain unpaid on the due date will be removed from the school lists and parents may need to make a fresh application (subject to the availability of a place) and pay the registration and Capital Development Levy again.

If for any reason a parent knows they will be unable to pay the school fee bill by the due date a letter should be sent to the Head of School in good time explaining the circumstances and requesting an extension. This cannot be done retrospectively after the fees are due. The Head of School has the discretion to approve an extension to the due date and ask you to arrange an appointment to discuss the circumstances.

The School reserves the right to make a surcharge of **10%** per month or part of month for late fees. If you know that your child will be leaving Noble Guide Academy, please advise the Head of School as early as possible, in writing so that no fee invoice is sent and so that your child's place can be offered to a pupil on our waiting list.

7. PAYMENT METHOD

It is the School Policy not to accept any payment in cash; instead, all monies must be paid at the Bank and the Teller presented at School as proof of payment. All tellers must clearly identify the child to whom it relates.

- **On payment of school fees, both parents of the child should come to the school for a brief meeting with the Head of School and collect the admission letter.**

School Hours (2017 – 2018)

Pre-school Timings

Nursery - Reception	Monday – Wednesday	Friday
Morning Classes	7: 30 a.m. - 1:00 p.m.	7:30 a.m. - 12:45 p.m.
Evening Classes	2:00 p.m. – 3:45 p.m. (optional)	Nil

Primary Timings **Tahfiz (Optional)**

Grade 1 – Grade 6	Monday – Wednesday	Friday	Saturday&Sunday
Morning Classes	7: 30 a.m. - 3:45 p.m.	7:30 a.m. – 12:45 noon.	9:00 a.m. – 5:00 p.m.

NOBLE GUIDE ACADEMY

2017/ 2018 session

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In the Name of Allah the Beneficent the Merciful

Executive Arabic Certificate Course

Admission Procedure

- Candidates must have reached the age of 18 in the year of admission.
- Collect Registration form from Admin office and pay a sum of Registration fee (non-refundable) in cash or at bank and come with a payment teller.
- Complete the registration form and submit to the school's secretary together with 2 passport photographs. (name written on the back)

Assessment:

- Candidates would be given Entry Assessment at every point of entry into a class.

Payment of fees

Students are allowed into classes after full semester fees have been paid.

The fee is #40,000 per semester, and #5,000 for the course hand-outs. Full payment of #80,000 at the beginning of the course for two semesters.

All cash payment must be made at the bank and the teller presented at school as proof of payment and receipt is issued. All tellers must clearly identify the student to whom it relates.

School Hours

2 days per week

	Days of the week	Time
All classes	Friday	4:00pm-6:00pm
	Saturday	9:30am- 2:45pm

Note: Complete payment of the fees should be made on/before resumption. All payment should be made in the **bank**.

Bank: Guaranty Trust Bank, Kubwa Branch

Name of Account: Noble Guide Academy Limited

Account Number: 0157984896