



Office of the Principal /Chief Administrative Officer

"Not for Self, But for Others"

July 23, 2022

Welcome!

Choosing the best possible school is an important process.

We are so pleased that you have decided to consider Ricks Institute for your son or daughter. At Ricks Institute, we expect the best from our students. Our school stands on two major footings, namely, academic excellence and moral discipline. We strive for academic excellence and at the same time demand that our students remain discipline. We believe that without discipline, it is nearly impossible to become successful and significant in this life. Our students are reminded each day that accountability can create independence and confidence.

We invite you to take some time and review our admission information and browse through our website. Please experience our scenic campus environment, the energy of students participating in all areas of campus life and the student's satisfaction from being a part of something bigger than themselves. You will begin to discover why we believe Ricks Institute is a school where we teach our student the core value of service first to others.

The first step in becoming part of this special community is to fill out our application form and submit your complete applications to the admission office. You will sit a placement exam. Once you are successful, you will be invited to sit an interview with your parents/guardians.

Thank you again for your interest in the educational offerings at Ricks Institute.

Sincerely

Enoch G. David Nyakoon, Ph.D. ©

Principal/Chief Administrative Officer

**ADMISSION INFORMATION FOR ACADEMIC 2022/2023
PRE-REQUISITE FOR BOTH LIBERIA AND INTERNATIONAL STUDENT ADMISSION**

To enroll at Ricks Institute for academic 2022/2023, the following conditions must be met:

- Be at least thirteen (13) years old or in fourth (4th) grade and above. Admission is not allowed for grades 11 and 12 under no condition.
- Take a placement test to determine appropriate grade level.
- Complete and return an application form with a transcript and two (2) letters of recommendation (one from your English, Math or Science teacher from the last school attended, and one from a community leader/ servant).
- Fulfill all registration fees and requirements
- Fulfill Ricks medical requirements

Grade and age requirements are highly prioritized

Ricks Institute runs from K-12. To be admitted in the boarding school program, a student must be 13 years and/ or in the 4th grade. New students are not accepted in the 11 and 12 grades.

Testing

New students from grade 1-10 sit a placement test to be assigned in proper classes. The test is administered in Math and English. Students in K4 and K5 are assessed orally.

Admission

Application process: Ricks Institute welcomes applications from students of any tribe/ethnic origin, race, creed or color. The admission process begins in July for enrollment in the following academic year.

Information for placement for academic year 2022/2023

Placement exam for the academic year 2022/2023 schedule:

Category	Date	Time
First Placement Test	Saturday, July 23, 2022	9:00am
Second Placement Test	Saturday, August 20, 2022	9:00am
Third Placement Test	Saturday, September 10, 2022	9:00am

New student package

- ✓ Welcome Letter from CAO/Principal
- ✓ Ricks Institute payment schedule 2022/2023
- ✓ Application Form
- ✓ Ricks Institute Personal Confidential Recommendation
- ✓ Teacher Recommendation
- ✓ Re-enrollment Contract
- ✓ Student Handbook
- ✓ Residential Program (Boarding Student Only)

After placement test checklist

Revisit our campus for result and schedule of interview dates

What to present before sitting for our interview?

- ✓ All completed application forms in a manila folder
- ✓ Two (2) passport size photos
- ✓ A copy of applicant official transcript or report card from previous school
- ✓ Ready to undergo medication screening at our campus clinic

When to begin registration?

If you are accepted after the interview process, immediately proceed to the Business Office to begin your registration process by obtaining a Bank Payment Slip (BPS) for onward payment of the first quarter total fees prescribed in our tuition and fees catalog. Remember, we may have students/applicants on waiting list therefore, no class space will be guaranteed if he/she does not complete the full registration process on time, after being admitted! Remember, our tuition and fees are being paid at the following banks/ prescribed in the Ricks Institute payment schedule for 2022/2023: Ecobank, SIB and UBA respectively.

All students seeking admission from abroad should contact the school admission office at ricksinstitute@integrate7.com or visit our school website at www.ricksinstitute.org and browse through our online information under admission to apply to Ricks Institute.

TUITION PER SEMESTER (ALL FEES ARE EXPRESSED IN USD)

APPLIES TO BOARDING STUDENTS ONLY

Class	Registration	ID Card	Breakage Fees	Activity Fees	Medical Fees	Regular & P.E. Uniform Per Set	Vocational Fees	Boarding Fees	Tuition	Total Fees Per Semester	Annual Payment
Nursery-K5	\$ 70.00	\$ 5.00	\$ 5.00	\$ 75.00	\$ 35.00	\$70.00	\$ -	\$900.00	\$ 125.00	\$ 1,285.00	\$ 2,500.00
1st-3rd Grade	\$ 70.00	\$ 5.00	\$ 5.00	\$ 75.00	\$ 35.00	\$70.00	\$ -	\$900.00	\$160.00	\$ 1,320.00	\$ 2,570.00
4th-6th Grade	\$ 70.00	\$ 5.00	\$ 5.00	\$ 75.00	\$ 35.00	\$70.00	\$ -	\$900.00	\$190.00	\$ 1,350.00	\$ 2,630.00
7th-8th Grade	\$ 70.00	\$ 5.00	\$ 5.00	\$ 75.00	\$ 35.00	\$70.00	\$ -	\$900.00	\$285.00	\$ 1,445.00	\$ 2,820.00
9th Grade	\$ 70.00	\$ 5.00	\$ 5.00	\$ 75.00	\$ 35.00	\$70.00	\$ -	\$900.00	\$295.00	\$ 1,455.00	\$ 2,840.00
10th-11th Grade	\$ 70.00	\$ 5.00	\$ 5.00	\$ 75.00	\$ 35.00	\$70.00	\$ 50.00	\$900.00	\$300.00	\$ 1,510.00	\$ 2,950.00
12th Grade	\$ 70.00	\$ 5.00	\$ 5.00	\$ 75.00	\$ 35.00	\$70.00	\$ 50.00	\$900.00	\$565.00	\$ 1,775.00	\$ 3,480.00

APPLIES TO DAY STUDENTS ONLY

Class	Registration	ID Card	Breakage Fees	Activity Fees	Medical Fees	Regular & P.E. Uniform Per Set	Vocational Fees	Tuition	Total Fees Per Semester	Annual Payment
Nursery-K5	\$ 70.00	\$ 5.00	\$ 5.00	\$ 75.00	\$ 35.00	\$ 70.00	\$ -	\$ 125.00	\$ 385.00	\$ 620.00
1st-3rd Grade	\$ 70.00	\$ 5.00	\$ 5.00	\$ 75.00	\$ 35.00	\$ 70.00	\$ -	\$ 160.00	\$ 420.00	\$ 770.00
4th-6th Grade	\$ 70.00	\$ 5.00	\$ 5.00	\$ 75.00	\$ 35.00	\$ 70.00	\$ -	\$ 190.00	\$ 450.00	\$ 830.00
7th-8th Grade	\$ 70.00	\$ 5.00	\$ 5.00	\$ 75.00	\$ 35.00	\$ 70.00	\$ -	\$ 285.00	\$ 545.00	\$ 1,020.00
9th Grade	\$ 70.00	\$ 5.00	\$ 5.00	\$ 75.00	\$ 35.00	\$ 70.00	\$ -	\$ 295.00	\$ 555.00	\$ 1,040.00
10th-11th Grade	\$ 70.00	\$ 5.00	\$ 5.00	\$ 75.00	\$ 35.00	\$ 70.00	\$ 50.00	\$ 300.00	\$ 610.00	\$ 1,150.00
12th Grade	\$ 70.00	\$ 5.00	\$ 5.00	\$ 75.00	\$ 35.00	\$ 70.00	\$ 50.00	\$ 565.00	\$ 875.00	\$ 1,680.00

We encourage you to make your payment in full. However, if you choose to pay in installments, please follow the schedule below:

Fees are divided into four quarters for annual payment (Apply to Boarding Students Only)

Deadlines	31-Oct-22	31-Dec-22	28-Feb-23	31-May-23	Annual Payment
Class	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
Nursery-K5	\$ 625.00	\$ 625.00	\$ 625.00	\$ 625.00	\$2,500.00
1st-3rd Grade	\$ 643.00	\$ 643.00	\$ 642.00	\$ 642.00	\$2,570.00
4th-6th Grade	\$ 658.00	\$ 658.00	\$ 657.00	\$ 657.00	\$2,630.00
7th-8th Grade	\$ 705.00	\$ 705.00	\$ 705.00	\$ 705.00	\$2,820.00
9th Grade	\$ 710.00	\$ 710.00	\$ 710.00	\$ 710.00	\$2,840.00
10th-11th Grade	\$ 738.00	\$ 738.00	\$ 737.00	\$ 737.00	\$2,950.00
12th Grade	\$ 870.00	\$ 870.00	\$ 870.00	\$ 870.00	\$3,480.00

Fees are divided into four quarters for annual payment (Apply to Day Students Only)

Deadlines	31-Oct-22	31-Dec-22	28-Feb-23	31-May-23	Annual Payment
Class	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
Nursery-K5	\$ 155.00	\$ 155.00	\$ 155.00	\$ 155.00	\$ 620.00
1st-3rd Grade	\$ 193.00	\$ 193.00	\$ 192.00	\$ 192.00	\$ 770.00
4th-6th Grade	\$ 208.00	\$ 208.00	\$ 207.00	\$ 207.00	\$ 830.00
7th-8th Grade	\$ 255.00	\$ 255.00	\$ 255.00	\$ 255.00	\$ 1,020.00
9th Grade	\$ 260.00	\$ 260.00	\$ 260.00	\$ 260.00	\$ 1,040.00
10th-11th Grade	\$ 288.00	\$ 288.00	\$ 287.00	\$ 287.00	\$ 1,150.00
12th Grade	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 1,680.00

All payment should be made in USD, to **Ricks Institute** Account Number(s):

SIB # **0511205029701**
 UBA # **53020110000033**
 Ecobank # **6100325622**

For more information please visit our website at www.ricksinstitute.org

Note: all 9th and 12th graders will be responsible to pay their WAEC fees as schedule by WAEC to the Ricks Business Office. Contact the Business Office on cell number: +(231) 775-325-175

Ricks Institute Payment Schedule for 2022/2023 Academic Year

Any school fees that are not paid during the due dates schedule will be charged \$50.00USD. All return checks are subject to a \$50USD charge. Students will not be allowed in school until the late fees and school fees balances are paid.

Multi-Child Discount Plan

The multi-child discount begins with the third child of a family enrolled at Ricks Institute for the full academic year.

Boarding Students

The third child discount is \$300.00USD annually.

Day Students

The multi-child discount for the third child is \$200.00USD annually. The multi-child discount is not offered to families who already benefit from other tuition assistance programs offered at Ricks Institute. Employees are not eligible for the multi-child discount. Eligible families will receive the multi-child discount on their first tuition installment. Ricks Institute makes the final decisions on family unit eligibility for the multi-purpose discount.

Additional Information

Ricks Institute has many expenses of a continuing nature such as faculty salaries, technology fees, and campus maintenance. In order to plan and maintain these services over the entire year, it is essential that the annual income and tuitions be assured. Parents, guardians, and/or sponsors are responsible to pay all fees in spite of subsequent dismissal, expulsion, withdrawal, absence or any other reason of a student.

In the event a student has to withdraw from Ricks Institute, the parent/guardian must notify Ricks Administration in writing.

Miscellaneous

Students who are absent from school because of unpaid fees will not be allowed makeup for instructional time missed.