



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



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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 (4<sup>th</sup>) 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 4<sup>th</sup> 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



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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](mailto:ricksinstitute@integrate7.com) or visit our school website at [www.ricksinstitute.org](http://www.ricksinstitute.org) and browse through our online information under admission to apply to Ricks Institute.



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**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



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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)

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

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

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

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](http://www.ricksinstitute.org)

Note: all 9<sup>th</sup> and 12<sup>th</sup> 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



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### 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.



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PHOTO

ADMISSION FORM  
P.O. BOX 114, VIRGINIA, LIBERIA  
[www.ricksinstitute.org](http://www.ricksinstitute.org)  
Mobile #: +(231) 777-217-727/+(001) 267-397-6117  
Application Form  
(To Be Filled Out By the Candidate; Please Write/Print Clearly)

Student Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Date of Birth: \_\_\_\_\_  
Month Date Year

Place of Birth: \_\_\_\_\_  
County Country/State City/Town

Applying for what Grade Level? \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone (s) #: +(231) \_\_\_\_\_ +(231) \_\_\_\_\_

Email: \_\_\_\_\_

Present School Name: \_\_\_\_\_

Present School address: \_\_\_\_\_  
County City/ State Cell Phone Number

Name of your Principal: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Why do you want to attend Ricks and what do you hope to accomplish here?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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What kind of activities would you participate In at Ricks?

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In what academic area (s) would you like to improve?

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In what academic area (s) do you excel?

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Where do you see yourself having the most impact at Ricks and why?

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Sports participation and experience (if applicable, indicate team position or event, team level and experience, awards):

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What are your extra- curricular activities, hobbies and special interests?

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What unique experiences or qualities would you bring to the Ricks Community?

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What other extra activities are you involved with?

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Other children in family attending Ricks:

Name \_\_\_\_\_ Grade \_\_\_\_\_ Sex \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Sex \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Sex \_\_\_\_\_

Have any family members attended Ricks? If yes, please give their names, relationship and years of attendance

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Year of Attendance \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Year of Attendance \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Year of Attendance \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Year of Attendance \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Year of Attendance \_\_\_\_\_

How did you learn about Ricks?

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To Be Filled Out By the Candidate Parents

Father's Name \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Home Address: \_\_\_\_\_

Cell Phone (s) #: + (231) \_\_\_\_\_ + (231) \_\_\_\_\_

Occupation: \_\_\_\_\_

What do you believe your son or daughter will contribute to this community?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would you like to see your child participate in at Ricks?

\_\_\_\_\_  
\_\_\_\_\_

What are your expectations of Ricks?

\_\_\_\_\_  
\_\_\_\_\_

What are child's personal strengths?

\_\_\_\_\_  
\_\_\_\_\_

What are child's personal weaknesses?

\_\_\_\_\_  
\_\_\_\_\_



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What are child's academic strengths?

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What are child's academic weaknesses?

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Has the candidate ever had any psychological or educational testing and evaluation? If yes, please describe.

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Is there anything else that is important for us to know about your child to help us best meet his or her needs?

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Has the child ever been dismissed or withdraw from school for any illness, misconduct, academic failure or the use of drugs? Yes  No  if yes, please explain \_\_\_\_\_

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For parents of boarding students only

Why are you considering boarding school for your child/children? \_\_\_\_\_

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How do you think your child will adapt to the challenges of living away from home? \_\_\_\_\_

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### TEACHER RECOMMENDATION

\_\_\_\_\_ has applied to Ricks Institute and requested that we contact you for a recommendation. Please give your evaluation in the area in which you feel qualified to do so. Any statement that you make will be held in the utmost confidence

In what capacity do you know the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Please evaluate the applicant as to:

	Excellence	Good	Average	Below Average	Poor	No Basis for Judgments
Academic Ability						
Academic Achievement						
Academic Motivation						
Willingness to follows direction						
Responsibility						
Independence in work habits						
Use of time						
Relationship with peers						
Relationship with adults						
Leadership qualities						
Emotional stability						
Self-discipline						



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To answer the following questions below, please check Yes or No and explain why yes.

1. Does the applicant have any outstanding characteristics? Yes  No

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2. Does the applicant have characteristics that need special attention? Yes  No

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3. Does the applicant have any outstanding weakness? Yes  No

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4. Does the applicant have any special emotional need to address? Yes  No

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5. Has the applicant been a discipline problem at school? Yes  No

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6. Are there family circumstances that affect the way the applicant behaves in school?

Yes  No

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7. Is there any special teaching technique that would help this applicant? Yes  No

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8. Is there any additional information we need to know to help us work successfully with this child? Yes  No

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Thank you very much for your time filling out our application. Your information is valuable to us. Please return this form to our admission/business office before the final deadline of application.

I Mr. / Mrs. / Brother / sister \_\_\_\_\_ agreed that the above information is true.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone (s) #: + (231) \_\_\_\_\_ + (231) \_\_\_\_\_



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### EXTRA CURRICULUM ACTIVITIES

In addition to adding values to your academic work requirements, there are also several others Extra-Curriculum activities that you can choose from to make your stay and study at Ricks rewarding. 95% of these activities were designed by your peers and 100% spearheaded by Ricks students. Feel free to choose from our list of activities and enjoy your stay at Ricks Institute.

1. Culture Troops
2. Press Club
3. Ricks Ambassadors/Servant Leadership Program
4. Student Government
5. Student Under council, headed by a chief justice
6. Health club
7. Debate team
8. Quizzing team
9. 4H agriculture farm Club
10. Movie Committee team
11. School choir
12. Soccer team
13. Kickball team
14. Basketball team
15. Advisor and advisee meeting (compulsory for all)
16. Enrichment program (Mandatory)
17. Cheer-leading and more

Because of our holistic educational agenda, these extra programs/activities were designed to help students step outside their comfort zone as they go on receiving quality education at Ricks.



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## DORMITORY & UNIFORM REQUIREMENTS

### Dormitory Requirements

- ✓ Bunk Bed mattress (1)
- ✓ Pillow (s)
- ✓ Bucket
- ✓ Tub
- ✓ Coal Iron
- ✓ Washboard (optional)
- ✓ Beddings
- ✓ Chop box with lock & keys
- ✓ Toiletries and other personal items as needed

### UNIFORM REQUIREMENT 2022/2023

<b>Female</b>			<b>Male</b>	
Uniforms	Prices		Uniforms	Prices
Dormitory Dress	\$35.00	Dormitory Shirt	\$20.00	
Official Dress	\$35.00	Neck Tie	\$15.00	
Regular Uniform	\$35.00	Gray Pants/Trouser	\$20.00	
P.E Uniform	\$35.00	Regular Uniform	\$35.00	
		P.E Uniform	\$35.00	

### Other Requirements

(See Prerequisites for enrollment 2022/2023)

All uniforms are sold at Ricks Institute with the exception of white long sleeves shirts. (Prices are subject to change).





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(RE) ENROLLMENT CONTRACT/AGREEMENT 2022/2023  
(PLEASE FILL OUT ONE PER STUDENT & RETURNED AT RICKS BUSINESS OFFICE)

Student: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Date of birth: \_\_\_\_\_ Class \_\_\_\_\_  
(Month) (Date) (Year)

The undersigned hereby contract to (re) enroll the above student at the Ricks Institute for the 2022/2023 school year. Acceptance for enrollment/re-enrollment is at the discretion of Ricks Institute's Administration. I/we have read, understood and agreed to the following terms and conditions:

**Payment of tuition, fees:** (I/we) agree that (I/we) am/are obligated for payment of tuition and fees for the entire duration of enrollment in academic 2022/2023 regardless of whether (my/our) (child/ward) is withdrawn or dismissed from the school before the end of a school year, subject to the schedule set forth below. (I/we) agree that (my/our) (child/ward) will not be allowed to attend classes if (my/our) children returned prior to release of official record, credits, and/or final report sheets. All withdraws should be communicated in writing to the school.

Ricks' acceptance of this contract is conditioned on full payment of the prior year's financial obligations to Ricks through the tuition installment plan. While there are prior commitments to the official beginning of classes each semester, student(s) are required to pay no less than the required amount indicated on the payment schedule by the required date stipulated on the schedule. All payment should be made to the following banks: (SIB # 0511205029701), (Eco-Bank # 6100325622) and (UBA # 53020110000033). The annual tuition has been divided into four (4) equal quarters assist in easy payment.

In recognition of the fact that the school has limited number of seats to offer in each class, (I/we) understand (my/our) obligation to pay tuition for the full academic year unconditional and no portion of such fees, paid or outstanding, will be refunded or canceled. Thus, no refund of tuition and/or any fees will be made in the case of termination of enrollment. The school will not accept credit from one student account to be transferred to another student's tuition/fees. I further understand that in the case of withdrawal, or dismissal of (my/our) child from Ricks, any and all the tuition and fees are forfeited.

**Uniform:** I hereby agree that (my/our) child will follow the approved uniform code ascribed for each activity at Ricks. I agree that all school uniforms will be purchased from the school. Athletic equipment, library books, and all school properties must be accounted for.

**Publicity Release:** we hereby irrevocably authorize Ricks, its successors and assigns, and those acting with its permission and upon its authority, to photograph or videotape (my/our) child (or talent by my/our child) for advertising, publicity or any other lawful purpose for Ricks. We will receive no compensation for such use and we hereby release Ricks, its successors and assigns and those acting with its permission and upon its authority, for any liability, responsibility or claim that might arise by reason of any exercise of the authority granted above.



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If we do not consent to such use, we will notify Ricks' Administration in writing seven (7) day of my/our child's enrollment.

### **Cell Phone and Usage**

At Rick Institute, students are not allowed to bring or use cell phone on campus. It is absolutely against our school rules. No student is allowed to carry along electronic devices that are using telecommunication sim card such as: Tablets with (sim slogs) and all mobile phones. Our students are only allowed to use laptop-computers and tablets that are sim free. A student can be given punishment, suspension or expulsion base on administrative ruling.

Emergency Situations: in the event of any sickness, or accident or other emergency situation involving the student at a time/place that is impractical for Ricks to contact the parent/guardian or for the parent/guardian to be present, the undersigned authorizes Ricks to temporarily act in loco parentis (in place of the parent) to approve or provide whatever immediate care, assistance, management or services the student may require. The undersigned agree to pay for any and or all expenses incurred in providing for such needs of the student. In case of an emergency and in the event that the parent cannot be contacted, the parent hereby grants permission for the student's records to be release and for necessary medical treatment to be administered.

Waiver of liability: It is expressly agreed that the participation by our child in any activity of Ricks, including, but not limited to class, recess, physical education, dining, sport, school sponsored trips away from campus and any other school-related activity or extra-curricular activity, and the use of any school facility or property, shall be undertaken at my/our child's own risk. Ricks, its servants, agents and employees, shall not be reliable for any claims, demands, injuries, damages, actions or causes of actions whatsoever to us or our child property or our child's property arising out of, or connected with our child being at Ricks. I/we do hereby expressly, forever release and discharge Ricks, its agent's employees and management from all claims, demands, injuries, damages, actions or causes of actions and from all acts of active or passive or negligence on the past of Ricks, its agents missing on the entire campus. While the institution will seek all measure to attend to missing (s) items, Ricks is not liable for any missing items from a student.

The parents shall Ricks for any damage to Ricks' property caused by the student beyond reasonable wear and tear as determined by Ricks in it discretion.

The school shall not be liable for any student who leaves campus unauthorized during an official/mandatory school break such as general weekends, Easter break, semesters' break etc.

General conditions: I agree to accept, support, and consent to the policies of Ricks, agreed to cooperate with the faculty and administration of Ricks, in caring for child or children in the instructional program and management of the school, and to cooperate in having my/our child observes the rules and regulations of the school as promulgated by the principal/chief administrative officer in writing and orally and to observe the school standards for dress, behavior, and grooming. My/our child continued enrollment in Ricks will be contingent upon the student's and parent's/guardian's compliance with school's regulation. I acknowledge that Ricks has a discipline policy, which may subject all students, in K-12 grades, to corporal punishment and consent to its provisions.



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I also acknowledge that Ricks has a random drug and pregnancy testing policy, which may subject my/our child or children to drug and or pregnancy testing and consent to its provisions.

Student’s re-enrollment on an annual basis subject to an evaluation of their academic achievements, conducts, and influence on others. The final decision rests with the principal. A student’s re-enrollment may be held for disciplinary, academic, or financial reasons. The principal will notify parents if re-enrollment is to be withheld.

Ricks Institute admits students of any tribe, race, color, religious affiliation, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarship and athletic and other school administered programs. Any student guilty of bullying any student due physical challenge, race, physical appearance, ethnicity etc. will be expelled automatically.

Specifically, I agree that the school policy is zero tolerance with my child possessing cell phone, drugs, alcohol and tobacco. I further agree to the school policy that my child shall not engage in violence. Physical aggression, sexual or physical harassments, lying, stealing, plagiarism, and cheatings. Alleged students will be evaluated and violation of these policies will result in immediate expulsion from school.

All statements pertaining to my/our child’s application, both written and verbal, especially those concerning his/her academic and disciplinary records are accurate. I understand that any misrepresentation may jeopardize his/her continual enrollment at Ricks.

I/we agree that excessive absence (excuse and unexcused) may exclude my child/ward from re-enrollment at Ricks.

Entire Agreement: This re-enrollment contract constitutes the entire agreement between the parties and supersedes any prior agreements, understanding or communication, whether oral or written, relating to the subject matter hereof, and no modifications or amendments are valid unless in writing and signed by all parties.

As used in this re-enrollment contract, the words, understood”, “I”, “we” and “our” refer jointly and severally to the person or persons who sign below as parents or guardians of the student. (Both parents/guardians must sign this contract to acknowledge agreement with its contents.)

\_\_\_\_\_  
Father’s (Guardian’s) Name                      Signature                      Date

\_\_\_\_\_  
Mother’s (Guardian’s) Name                      Signature                      Date



Office of the Principal /Chief Administrative Officer

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**Ricks Institute  
Residential  
Educational Program  
2022-2023**

2022/2023 Residential Program

**Prohibited Materials and activities**

**Illegal Drugs and Alcohol:** students should not possess, use or make arrangement for the use of the use of alcohol, drugs, or related paraphernalia in the dorm, at school at any school or non-school function, or at any time. These substances are illegal and interfere with the healthy environment that the dormitory provides for the students. Students who violate this policy will be expelled immediately from the school, and if necessary, the state authority will be notified.

**Tobacco Products:** Tobacco products are not allowed anywhere on or off campus. If this policy is violated the student will be expelled immediately.

Other specific violation of policy includes but is not limited to:

- Possession or use of weapons of any kind.
- Symbols of hatred and tribal/ethnic prejudice
- Viewing pornographic website (internet)
- Physical or verbal threats or posturing
- Violence, physical aggression, sexual or physical harassment or disruptive behavior
- Dishonestly, lying, cheating or stealing
- Indecent or abusive language (including movies and music)
- Tampering with light bulbs or safety equipment
- Leaving campus without permission
- Possession of cell phone
- Possession or use of electrical appliances, except for computers and radios

Violation of any of the aforementioned may lead to corporal punishment, suspension or expulsion.

**Dormitory Supervisor**

The residence supervisor is responsible for the overall management of all aspects a student's residence, having an overview of the day-to-day functions and keeping the program as a whole on tract. Discourteous behavior to the dorm supervisor may result in expulsion from the dorm/Ricks Institute.



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### **Visitation**

Parents and guardians are encouraged to visit occasionally. Visitation is monitored and controlled by the administration. Hence, a slip is provided by the student Affairs Coordinator's Office to be completed by the visitor(s) and returned for filing. Visitation is limited to parents, guardians and immediate family members (permitted by parents/guardians). Visitation is on Saturdays (1:30-3:30 pm) and Sundays (3:00-4:00pm).

### **The Health Care Center/Clinic**

The health care center seeks to provide the best possible medical care for students while at Ricks. Every student's health problem is addressed by the school's health care center. However, in the case of extreme emergency, appropriate referral will be made and parents/guardians will be informed immediately by the school's nurse or by the school's authority. Ricks Institute is not responsible for fees/charges provided outside the school.

### **On and Off Campus Passes**

Movements around campus are closely monitored by the school authority. A visit to any faculty home is strictly prohibited. Resident students leaving campus to attend a program perform an errand for the school or see their parents are issued an appropriate off-campus pass. Off-campus passes may be inspected by any of Ricks' staff at any time. Students coming to visit the library to do research or assignments before study hall time should come in their daily uniform. A resident student coming to the library for any of the reasons mentioned above is issued a pass bearing his/her name and departure time from the dorm. The pass is delivered to the librarian who accounts for the student listed on the pass and notes the departure time from the dorm for time elapse. The librarian records on the pass the arrival time and also signs in the departure time of the students when returning the dorm. The pass is finally returned to the dorm supervisor, who takes note of event. In case of doubtful encounter with any resident student or students in or outside of campus, the concerned person may contact the administration at:

### **General weekend**

General weekend is a breakaway given once every six-week period. It is generally aimed at easing the psychological pain of homesickness. Student's will use this period to replenish needed incidentals. General weekend ends on Sunday. All students are expected in the dorm between 4:30-5:30pm. Any student who arrives after 5:30pm is in violation of the rules and will be held accountable. General weekend is not a compulsory weekend. Students staying in the dorm during this break abide by all the rules and regulations of the dorm. They are responsible for their own cooking.

### **Dormitory regulations:**

Consideration and privacy: Students are expected to conduct themselves in the dorm at all times with consideration and respect for other residents. In particular, the privacy of each student and of his/her possess must be honored.



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### **Cleanliness**

Students are expected to keep their room neat and tidy, with beds made and clothes put away, at all times. Rooms are inspected frequently to ensure cleanliness. Mandatory and random room inspections will be performed by the dorm supervisor to ensure safety and health standards. Students will be charged a fine for any room damage, room cleaning services or vandalism.

### **Regulations governing study hours**

Check-in times, electrical appliances and decorations are displayed on house bulletin boards. These must be read and followed by all students. The use of alcohol references and pornographic materials to decorate rooms is forbidden. There should also be no loud music, no running in the residence, and no throwing of objects, no hanging out in open windows, or other impolite or unsafe behavior.

### **Sign-In/Sign-Out**

Is required when leaving or returning to the dorms. Name, destination, and time must be printed clearly, on one line and completely in English each time a student leaves or enters the dorm. On weekends (Fridays & Saturdays), students must also sign-out/in.

### **Damage**

Damages, beyond reasonable wear and tear, in student's rooms or in the public areas of the dorm, when not attributable to individuals, will be assessed equally among the residents and charged to them. The damage must be repaired without delay. Student's rooms are inspected upon arrival and departure. Damaged or missing items not previously reported and satisfactorily explained will be charged against offending students.

### **Ricks Institute Handbook**

Every residential student is expected to have a copy of the school's handbook and to follow the guidelines of the school in it.

### **Time Allotment**

Dorm Curfew is 9:30pm.

Room Curfew and lights out are as follows:

#### Sunday-Thursday

Room	Room Curfew Time	Light Off Time
Under 8 grade	9:15PM	9:30PM
8 <sup>th</sup> Grade - 9 <sup>th</sup> Grade	10:15PM	10:30PM
10 <sup>th</sup> Grade – 12 <sup>th</sup> Grade	10:30PM	10:50PM

#### Friday

Room	Room Curfew Time	Light Off Time
All Rooms	10:30PM	10:50PM

Note: The above daily schedule is subject to change/adjustment



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Study hours are 7:00pm – 9:00pm on Sunday through Thursday nights. Study hours will take place in a designated area at the school.

Quiet hours are 8:00pm – 7:00am Sunday through Thursday, and start at 10:00pm on Friday and Saturday.

Other/Assigned Rooms: Residents must not enter another resident's room without permission from that resident. No opposite sex visitors allowed in any bedroom at any time.

Public Display of Affection (P.D.A) is not allowed on campus, at the dorms or at school events.

Vehicle: resident students are not allowed to board and or ride in any vehicle around campus. Parents/guardians are allowed to drive to the dormitories but not to ride students around.

Visitors: must be signed in and out with the dorm authority during visiting hours.

### **Cell phone and usage**

At Ricks Institute, students are not allowed to bring or use cell phones on campus. It is absolutely against our school rules. No student is allowed to carry along electronic devices that are using telecommunication sim card such as: Tablets with (sim slogs) and all mobile phones. Our students are only allowed to use laptop-computers and tablets that are sim free. A student can be given punishment, suspension or expulsion base on administrative ruling.

### **Weekend or overnight stays away from the dorm**

This must be approved by the dorm supervisor and the Dean of students in consultation with the principal three days prior to date of the absence. Students must be on time no matter where they are going (school, dinner, brunch, church, or study class). Tardiness is not acceptable.

### **Meals**

Meals are provided for the residents of the dorm as Part of their package. Breakfast, lunch and dinner will be served Monday - Sunday in the dining hall main door closes 20 minutes after the bell is rung and any student coming thereafter is considered late and will forfeit the meal. Also, the student will be in violation of dorm regulations.



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**DAILY SCHEDULE (MONDAY – FRIDAY)**

5:00 – 6:00 A.M. ....	Morning Chores
6:00 A.M. ....	Morning Prayer
6:15 – 7:15 A.M. ....	Breakfast
7:20 – 8:15 A.M. ....	Flag Salute and Devotion
8:15 – 2:10 P.M. ....	Academic Activities (Lunch)
2:10 – 3:00 P.M. ....	Snacks
3:00 – 4:00 P.M. ....	Siesta
4:00 – 5:00 P.M. ....	Electives
5:35 – 6:15 P.M. ....	Supper
7:00 – 9:00 P.M. ....	Compulsory Study Hall (School Building)
9:15 – 9:30 P.M. ....	Evening Prayer/ Roll Call
10:00 P.M. ....	Bed Time

**SATURDAY SCHEDULE**

**SUNDAY SCHEDULE**

6:00 .....	Morning Prayer	6: 00 am – 8:00 am.....	Prayer/Morning Chores
8:00 am- 8:30am.....	Breakfast	9: 00 am.....	Sunday Worship Service
9:00 am .....	Saturday Chores	12:30 pm – 1:00 pm .....	Brunch
1:30 pm - 3:30 pm .....	Visiting Hours	1:30 pm – 2:30 pm .....	Siesta
3:40 pm – 4:00 pm.....	Late Lunch	3:00 pm – 4:00 pm .....	Visiting Hour
4:10 pm – 5:45 pm .....	Recreation	4:15 pm – 4:45 pm .....	Supper
7:00 pm .....	Saturday Night Movie Meetings	5:00 pm – 6:00 pm.....	Reading Time/Club
10:00 pm .....	Bed Time	7:00 pm – 9:00 pm.....	Compulsory Study Hall
10:00 pm .....	Bed Time		





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### **Ricks Institute Personal Confidential Recommendation**

Name of the Candidate: \_\_\_\_\_

How long have known the candidate? \_\_\_\_\_

In what context? \_\_\_\_\_

Please comment on the candidate strengths and weaknesses and how these relate to his/her ability to perform in the essential areas of academic and extra-curricular activities.

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What are your impressions of the candidate's character, values, goals, work ethic and self-esteem?

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What else would you like to know about this candidate?

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Evaluator Information

Date: \_\_\_\_\_

Relationship to Applicant:

Mother  Father

Brother  Sister

Nephew  Niece

Sponsor  Others

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone #: +( ) \_\_\_\_\_ Email: \_\_\_\_\_

Primary Address: #1 \_\_\_\_\_

Secondary Address: #2 \_\_\_\_\_