



معهد الدراسات العربية و الإسلامية بأنوفيا أفيكبو ولاية ابونىي نيجيريا
THE SCHOOL OF ARABIC & ISLAMIC STUDIES
ISLAMIC CENTRE ANOFIA
P.M.B 1040 AFIKPO
EBONYI STATE NIGERIA



ADMISSION LETTER

.....

We are pleased to inform you that due to your good academic performance in the just concluded entrance examination into JSS1 in our school, you have been offered a provisional admission on merit.

Please ensure that the following documents are attached to your admission letter;

- i. Admission form
- ii. Acceptance form
- iii. Code of conduct and undertaking
- iv. Payment schedule
- v. Mode of Payment and online registration.

You are by this letter requested to fill the acceptance form, admission form and sign the code of conduct/undertaking to indicate your acceptance of this offer.

Note that the admission form has to filled online, while the completed acceptance form and code of conduct/undertaking will be scanned and uploaded.

Congratulations!

Isa F. Okonkwo

For Management.

ACCEPTANCE LETTER

This is to acknowledge that I have received the following documents, perused them and understood the contents.

I hereby accept the admission offer and pledge to comply with all requirements as demanded of me.

Candidate's Signature and Date.

ADMISSION FORM

A – Bio Data

1. Surname _____ Other Names _____
2. Date of Birth _____ Place of Birth _____
3. State of Origin _____ LGA _____
4. Sex _____ Age _____ Nationality _____
5. Mother tongue _____
6. Physical deformity/Chronic disease (Give details if any) _____

B – Parents Information

7. Name of father _____
8. Address _____
9. Religion _____ Phone Number(s) _____
10. E-mail address _____
11. Name of Mother _____
12. Address _____
13. Religion _____ Phone Number(s) _____
14. E-mail address _____
15. Are your parents living together or Separated? (Yes/No) _____ Give reasons

The nearest person to be contacted in case of emergency

16. Name _____
17. Address _____
18. Religion _____ Phone Number(s) _____

19. E-mail address _____

C – Other Information on Academics

Name of School(s) Attended and address	Last Class attended	Year Joined	Year left	Reason for leaving
1.				
2.				
3.				

20. Why do you wish to join the Islamic Centre, Afikpo?

Candidate's Signature and Date

CODE OF CONDUCT AND UNDERTAKING

I _____ son/daughter of _____
from _____ state admitted into _____ of the above named
institution do hereby solemnly undertake;

1. To attend regularly, willingly and timely the five daily prayers in congregation and daily classes.
2. Not to put on any dressing except the acceptable and recommended wears and in the prescribed times, viz: School uniform, Hostel wear and white jalabia for Jumu'ah prayers.
3. To willingly accept all Islamic codes of ideal human relationship – to be humble, polite, accommodating, etc.
4. To show respect and obedience to all members of students including senior students and show kindness to the junior students.
5. To actively participate in all programmes of the school (planned and unplanned) such as prep, labour, sports, tilawatul – Qur'an, etc.
6. NOT to bully or fight with any students and to undertake the treatment of any injury resulting from that and in addition accept any disciplinary measure as deemed appropriate by the disciplinary committee of the school.
7. To replace or pay for the replacement of any school property damaged by me or by any group to which I am part of, and willingly accept any punishment if deemed necessary by the school.
8. NOT to bring with me or be found with any item considered as a contraband by the school such as (a) Cell phone, (b) Weapons of any kind (c) Bank ATM cards or withdrawal slip/cheque book, seasonings, tomato paste, other cooking food items, etc.

9. To accept all prescribed punishments by the school in case of my failure to adhere to the above rules and regulations of the school. And ready to accept, in case of failure to comply with the seizure of the said item(s) to proceed on suspension for a period of two(2) weeks and to resume with my parents/guardian on the expiration of the suspension period.
10. To accept expulsion from the school in case of sexual misconduct of any kind without any necessary notification to my parents/guardians.
11. To be punctual to daily assembly in full school uniform, which include black socks, sandals and a white cap.
12. To ensure that I am always in the hostel only as when due.
13. To always be punctual in dining and ensure that I abide by all the rules guiding the dining.
14. Not to misuse any school properties and facilities such as toilets, water system, appliances etc.

I pray Almighty Allah to help me keep to all the aforementioned rules and regulations throughout the period of my stay in the school.

Student's Signature and Date

I/We the parents/guardians of the above named student do agree to the above code of conducts and undertaking guiding my/our child/ward during the period of his/her study in the school.

Name(s) of Parent(s)/Guardian(s)

Signature and Date.

PAYMENT SCHEDULE FOR NEW STUDENTS

1. Feeding fee (Per Term)N50,000.00
2. Two pairs of Hostel Uniform N7,000.00
3. Two pairs of School Uniform..... N7,000.00
4. School Sandals... N2,500.00
5. Tools..... N5,000.00
6. School I.D card N1,500.00
7. Sports fee N5,000.00
8. ICT N2,000.00
9. PTA Levy N2,000.00
10. Medical testsN10,000.00
11. Textbooks, Exercise books and other writing materials N15,000.00
12. One student mattress, a pillow and Bed sheet N11,000.00
13. Tuition fee N25,000.00

14. (a) Payment of **N50,000.00** feeding fee i.e. **item 1** above is strictly made into the following school account;

Name: School of Arabic and Islamic Studies (Old Students Association)

Account Number: 1016147110

Bank: Zenith Bank plc

- (b) Payment of other fees such as **item 2 – 12** is to be made into the following school account;

Name: Islamic Centre Anofia Maintenance.

Account Number: 1016554462

Bank: Zenith Bank plc

- (c) The Tuition fee of **N25,000.00** as contained in **item 13** above is to be paid into the following account;

Name: IIRO School of Arabic and Islamic Studies

Account Number: 0029366571

Bank: Stanbic IBTC.

15. Successful candidates are advised to check the website www.ica.com.ng for registration guidelines after making payment in the bank.

RETURNING STUDENTS PAYMENT BREAKDOWN

1. Feeding fee (Per Term)	N50,000.00
2. A pairs of Hostel Uniform	N3,500.00
3. A pairs of School Uniform.....	N3,500.00
4. School Sandals.....	N2,500.00
5. School I.D card	N1,000.00
6. ICT	N2,000.00
7. PTA Levy (Per annum).....	N2,000.00
8. Medical tests	N3,000.00
9. Textbooks and other writing materials	N15,000.00
10. Tuition fee	N25,000.00

Please note that **items 2, 3 and 4** are only mandatory on those who do not have them.
And anyone seen outside school specifications will be rejected.

Addendum: Be informed that the school resumes for first, 2019/2020 academic session on **12th October, 2019 (Saturday)**. Students are by this notice, advised to be punctual as late resumption will be decisively dealt with.



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INTENSIVE REMEDIAL CLASS

The general decline in the standard of education in the country has adversely affected the performance of candidates in the just concluded entrance examination into our JSS 1 2019/2020 academic session. Consequently, we were unable to get the required number of students. As a result of this, the school management decided to organize a special “feeder” programme geared towards grooming the candidates whose performances were not good enough for admission into JSS 1 but could be developed for a better performance through our Intensive Remedial Programme.

- The programme is scheduled to last for an academic session
- It will focus on five subjects alone viz: Mathematics, English Language, General Studies, Qur'an and Arabic.
- It is aimed at not only preparing the candidates for next entrance exam but also to equip them with basic foundations that will make them excel in the rest of their stay in the centre
- However, participation in this programme does not in any way translate into an automatic admission into JSS 1. Every candidate will be assessed and rated in accordance with his/her performance in the entrance examinations.

PAYMENT SCHEDULE FOR REMEDIAL CANDIDATES

1. Feeding fee (Per Term)N50,000.00
2. Hostel wear N7,000.00
3. School Sandals..... N2,500.00

4. Medical tests N10,000.00
5. Textbooks and other writing materials N10,000.00
6. Mattress and Pillow N10,000.00
7. Bed sheet N1,000.00
8. Tuition feeN30,000.00

Please note that payment of **N50,000.00** feeding fee as contained in item 1 above is strictly made into the following account;

Name: School of Arabic and Islamic Studies (Old Students Association)

Account Number: 1016147110

Bank: Zenith Bank plc

Other payments as contained in **items 2 – 8** should be paid into the following account;

Name: Islamic Centre Anofia Maintenance.

Account Number: 1016554462

Bank: Zenith Bank plc

Candidates are advised to check the website www.ica.com.ng for registration guidelines after making payments in the bank.

REGISTRATION PROCEDURES FOR STUDENTS OF ISLAMIC CENTRE ANOFIA

Salam alaikum esteem parents.

In order to ease registration on resumption day and reduce students queue to the bare minimum, students are to register on the school portal, log their paid payments one after the other and payments approved/confirmed by school bursar(admin).

This is because payment clearance will be printed having all payments made by the students and confirmed status.

Then on the same portal, students are to register their biodata by clicking the registration menu on the portal.

New students are to print letter of admissions, acceptance letter and code of conduct and undertaking.

How to access the portal

1. On the website www.ica.com.ng navigate to menu (Payments and Registrations) then choose Pre-registration. Register your name and create a unique username and password.
2. Admin will confirm if you are a bonafide student and approve your pre-registration.
3. After approval, go to same menu and click students portal to login to your portal.
4. Log all your payments (feeding, school fees and maintenance)

Note: the banks are loaded automatically for each payment, so do not bother to change.

4. Fill biodata registration and submit.
5. New students should print all printable(s) in same portal.

For easier registration processes, please check these 2 videos.

Video 1

https://drive.google.com/open?id=1va9nW1_G9odbv52Lo1jY7DQ30iVV0DFG

Video 2

https://drive.google.com/open?id=1CIV9SS5AK7vJvu9Ch-vzv_iTGQKui99T

Please, do contact me for any clearance on the registration processes. May Allah help us all and bless our children for the betterment of the ummah.

DoNote : The menu is not active presently, until i am instructed to activate.

Akinlabi Abdulkabeer
08093921440