

UNIVERSITY OF CAPE COAST, GHANA
DIRECTORATE OF CONSULAR AND GENERAL SERVICES.
UNIVERSITY PRIMARY SCHOOL – SOUTH CAMPUS

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UNIVERSITY POST OFFICE
CAPE COAST, GHANA

August 9, 2024

ANKAFUL NEW SITE
CAPE COAST

Dear Sir/Madam,

OFFER OF ADMISSION TO UNIVERSITY OF CAPE COAST BASIC SCHOOL (SOUTH CAMPUS)

On behalf of the Basic School Governing Committee of the University of Cape Coast, I write to offer your child/ward **EZRA KWAME TAMBA BATAMA**, admission to **Primary 1 (P1)** for the 2024/2025 academic year. The admission is for 2024/2025 academic year only and it is **NOT** transferrable to any other year.

1. The total school fees to be paid for the year is **Two Thousand, Seven Hundred and Fifteen Ghana Cedis (GHS2,715.00)**
Please Note That Fees once paid are not refundable.
2. The fee does not include other items such as uniforms, supplementary books and stationery that your child/ward would require for his/her upkeep at school. You can get the books and other supplies needed for your child from the School's Bookshop. .
3. The fees should be settled **in full** before/on reopening. Payment should be made at **GCB BANK PLC** using the **EAGLEPAY system** in favour of **University Basic School (SOUTH CAMPUS)** .
4. Your child/ward's admission number (**UBSS/24/001**) should be quoted on the bank-pay-in-slip. The school fees must be paid in full before the child can be registered.
5. The school reopens on Monday 9th September, 2024.
6. The child should be in school latest by **7:30am** from Mondays to Fridays. The child has to be **handed** over to the class teacher in the classroom every morning. **The closing time is 3:05pm except on Fridays during which School closes at 2:05pm.**
7. The undertaking form must be completed and submitted to the school's General Office by **Tuesday 3rd September, 2024.**

Please accept my congratulations.

Yours sincerely,

Georgina Aglobitse (Mrs)
Headteacher

UNIVERSITY OF CAPE COAST, GHANA
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UNIVERSITY BASIC SCHOOL - (SOUTH CAMPUS)

UNDERTAKING

I pledge to support my child's/ward's education and the school by ensuring that my child/ward

- Arrives at school daily by 7:30am
- School fees are paid within the given period of time. Failure to do so, my child/ward should be prevented from attending classes until fees are paid in full as demanded.
- Is provided with necessary supplementary books and stationery for his/her studies.
- Is sent to the hospital (not to school) when he/she is not well.
- Is dressed appropriately and neatly to school.
- Is supervised to do his/her homework and signs for having supervised the child.
- Is supported at school by attending regular PTA meeting and other school activities such as Open day, speech day and other school gatherings that I am invited.
- Is permitted to participate in the school's co-curricular activities that he/she is capable.
- Cut the hair short and do not apply any chemical to the hair.
- Is properly fed before and during school hours.
- Is visited in the classroom during break period only. (emergency situations not included).

ACCEPTANCE

I (The parent) of EZRA KWAME TAMBA BATAMA,
accept the offer given to my child to P1 for the 2024/2025 academic year.

I have also read the undertaking for pupils of the University Basic School- South Campus and I accept to help my child to abide by the school's code of discipline.

Signature of parent:

Date:

Address of parent:

Telephone no:

Witness name (close relative):

Signature of witness.....

List One

Below are the prices of School uniforms, books and stationery, these can be obtained from the school bookshop.

2024/2025 Text Books and Stationery Package Price

Class	Books & Stationery Price (GH¢)	Payment Mode	Account Name and Number
P1	512 + 362 = 874.00		

2024/2025 Text Books and Stationery Package Price

Class	Books & Stationery Price (GH¢)	Payment Mode	Account Name and Number
P2	514 + 359 = 873.00	Into PTA Account	UNIVERSITY PRIMARY SCHOOL PTA 3021130000578
P3	632 + 435 = 1,067.00		
P4	645 + 424 = 1,069.00		
P5	520 + 351 = 871.00		
P6	648 + 424 = 1,072.00		

NB: Please pay at GCB Bank in your ward/child's name using the normal pay-in-slip. Kindly come along with a copy of the bank printed receipt for collection of books and stationery during the sale.

2024/2025 School Uniform Package Price

	Small	Medium	Large	Payment Mode
Boys	548.00	634.00	796.00	Cash at the school's Bookshop
Girls	480.00	605.00	708.00	

List Two

Items	Quantity
Cleaning duster (driver’s duster)	2
Sweeping brush (long handle)	1
Mop Brush (long handle)	1

Note: The above items should be submitted to the school administrator when submitting the acceptance form.

ORIENTATION

Tuesday, 3rd September, 2024	Orientation for newly admitted pupils and their parents (9:00am at the school premises). Sale of book and stationery begins on 2nd September,2024.
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