



OFFICE OF ADMISSIONS

FINANCIAL AID FORM

Academic City has financial aid available for students with financial need. However, since financial aid is limited and subject to the availability of funds, it is awarded strictly to strong applicants who show genuine financial need.

If the applicant would like to request financial aid, parents or guardians are expected to complete this form with the applicant and submit it along with the application form, to enable us to review it once we deem the applicant eligible for admission. An applicant will not be considered for a financial aid award without completion of this form.

Terms and conditions as well as our payment plan are included at the end of this form.

COST OF ATTENDANCE FOR THE 2019/2020 ACADEMIC YEAR (in USD; incl. 2 semesters)

Tuition & Fees	Engineering \$3,500/Semester All other programmes \$2,500/Semester
Housing <i>(optional)</i>	<ul style="list-style-type: none">• Double occupancy with fan. \$500/Semester, per person.• Double occupancy with AC. \$625/Semester, per person. <i>(Electricity is an additional charge, based on usage)</i>• Single occupancy with fan (in a standard room, and furnished as a double room). \$1,000/Semester.• Single occupancy (in a standard room) with AC. \$1,250/Semester <i>(Electricity is an additional charge, based on usage)</i>
Meals <i>(optional)</i>	<ul style="list-style-type: none">• \$900/Semester <i>(3 meals a day)</i>• \$600/Semester <i>(2 meals a day)</i>• \$300/Semester <i>(1 meal a day)</i>

FINANCIAL AID FORM

Please complete all sections, stating 'N/A' where not applicable. Incomplete applications will not be considered.

A. Student Details (kindly ensure this information is identical to your application form)

1. NAME:

FIRST

MIDDLE

LAST

2. DATE OF BIRTH:

3. ☐ FEMALE

☐ MALE

DAY / MONTH / YEAR

4. EMAIL ID:

5. NATIONALITY:

6. PHONE NUMBER(S):

7. CURRENT PHYSICAL ADDRESS:

STREET ADDRESS

TOWN/CITY

STATE/PROVINCE/REGION

COUNTRY

8. ID TYPE:

9. ID NUMBER:

10. PREVIOUS ACADEMIC INSTITUTION ATTENDED:

B. General Details

1. Which programme are you applying to?

2. What type of assistance are you requesting? **Need-based Financial Aid** ☐ **Merit-based Scholarship** ☐**C. PARENT DETAILS**

Please complete all relevant areas, providing information on all possible annual sources of income. Please be accurate and thorough with your responses to help us correctly ascertain your financial situation.

Who has the primary responsibility for the applicant? Parent(s) ☐ Guardian(s) ☐

(If parents are deceased kindly state this in the below table)

	FATHER	MOTHER
DECEASED	<input type="checkbox"/>	<input type="checkbox"/>
	In which year:	In which year:
FULL NAME		
MARITAL STATUS (Married to each other, Married to other, Single never married, Separated, Divorced etc.)		
WHO WILL BE RESPONSIBLE FOR APPLICANT'S FEES?		
EMAIL ID		
CELL / MOBILE PHONE NUMBER		
RESIDENTIAL ADDRESS		
CURRENT OCCUPATION(S) (e.g. Own business or employment)		
POSITION OR TITLE AT OCCUPATION		
EMPLOYER / COMPANY NAME		
HIGHEST LEVEL OF EDUCATION (Primary, JHS, SHS, University, other tertiary (explain), Graduate School, Other (explain))		

Kindly attach copies of the following for **both father and mother as supporting documentation for above information:

- ☐ **Pay slips** for the last 3 months
- ☐ **Bank statements** covering the last 3 months' account activities
- ☐ **Proof** of above mentioned **occupation**
- ☐ Any other relevant documents that provide evidence of the above, for both family income and occupation
- ☐ Death certificate(s), if parent deceased

D. FAMILY ASSETS

Please answer all of the following questions (circle your responses).

I. Do you or your family or your parents own a house or place of residence? ☐ Yes ☐ No

Do you live in it? ☐ Yes ☐ No

Physical address:

II. Do you or your parents or guardian own a vehicle(s)? ☐ Yes ☐ No How many do you own? ____

E. GUARDIAN AND SPONSOR

Will a guardian and/or sponsor play a major role in the applicant's life or upkeep? ☐ Guardian ☐ Sponsor ☐ No

If yes, kindly complete the following, stating N/A where not applicable.

	Guardian	Sponsor
FULL NAME		
EMAIL ID		
CELL / MOBILE NUMBER		
PHYSICAL ADDRESS		
POSTAL ADDRESS		
CURRENT OCCUPATION(S) (e.g. own business or employment)		
POSITION OR TITLE		
EMPLOYER / COMPANY NAME		
HIGHEST LEVEL OF EDUCATION PRIMARY, JHS, SHS, UNIVERSITY, OTHER TERTIARY (EXPLAIN), GRADUATE SCHOOL, OTHER (EXPLAIN)		

Kindly state how much minimum financial aid *per year* you would need.

_____ USD per year

Please note that overstating your need for financial can hinder your chance of receiving assistance.

- **Would you still consider for a normal admission if you are unsuccessful in gaining a Scholarship?**

YES ☐

NO ☐

GUIDELINES, TERMS & CONDITIONS

Unless otherwise noted, the terms and conditions of the financial assistance provided at Academic City are as follows:

- Fees will increase annually, in accordance with inflation and the prevailing economic conditions.
- The financial aid offered:
 - Is by default available for the duration of the applicant's 4-year stay at Academic City, insofar as the applicant continues to meet the conditions for eligibility.
 - Presumes that the student will undertake a continuous degree programme, without any extraordinary breaks in or in between the academic years.
 - Requires full-time enrollment in a degree programme, starting with the first year.
- The level of financial aid or scholarship may change if
 - The level of financial need decreases or increases significantly. An adjustment may be made (but is not guaranteed) following a repeat review by Academic City of family income, household needs, etc. An increase of aid however, will only happen in exceptional cases such as the death of any of the people listed on this form as being financially responsible for the applicant. In such a case, this should be reported in writing to the Admissions or Financial Aid Office immediately.
 - The student does not make satisfactory academic progress or violates institutional policy, as determined by the Registrar's Office.
- The student must report to the Financial Aid Office, all external scholarships, loans or sponsorships they expect to receive or receive during the course of study.

DECLARATION: We hereby solemnly affirm and declare that the information provided in this form is correct and the supporting documents submitted are genuine in all respects. In case any information or document is found to have been inaccurate or falsified, then the same may render this form null and void, and may result in Academic City revoking financial aid or scholarship and dismissing the student from the institution, with the applicant liable to disciplinary action by Academic City. We understand that the applicant's admission, continuous financial aid/scholarship and continuous enrolment are governed by the statutes of Academic City, and the applicant shall abide by all rules and regulations applicable to Ghanaians / foreign nationals in Ghana.

Name and Signature of Parents, Guardian, Sponsor, where applicable and Applicant:

SIGNATURE OF PARENT / GUARDIAN:

DATE:

SIGNATURE OF APPLICANT:

DATE:

- Explain **why you would like to be considered for financial aid or a scholarship**. Also provide details on **why you are applying** to Academic City and **the motivation for your choice of programme** of study. (**max. 400 words**).