



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 2018/19 ACADEMIC YEAR (in USD)

Tuition & Fees Engineering **\$3,500 per semester**
All other programmes **\$2,500 per semester**

FINANCIAL AID FORM

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

A. General Details

1. Which programme are you applying to?

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

3. 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).

Please provide your response on the last page of this form where space is provided

B. 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:

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.)		
DESCRIBE PARENTS' MARITAL / HOME SITUATION (As it regards to applicant, if you wish)		
WHO DOES APPLICANT LIVE WITH?	<input type="checkbox"/>	<input type="checkbox"/>
WHO WILL BE RESPONSIBLE FOR APPLICANT'S FEES?	<input type="checkbox"/>	<input type="checkbox"/>
WHO WAS RESPONSIBLE FOR THE APPLICANT'S SECONDARY SCHOOL FEES? (institution mentioned in question B.10)	<input type="checkbox"/>	<input type="checkbox"/>
	Amount per year (in GHC):	Amount per year (in GHC):
ALSO SUPPORTING ANY OTHER FEES FOR THE APPLICANT RIGHT NOW?	Amount per year (in GHC):	Amount per year (in GHC):
	Institution Name:	Institution Name:
EMAIL ID		
CELL / MOBILE PHONE NUMBER		
RESIDENTIAL ADDRESS		
POSTAL ADDRESS		

CURRENT OCCUPATION(S) (e.g. Own business or employment)		
POSITION OR TITLE AT OCCUPATION		
EMPLOYER / COMPANY NAME		
PHYSICAL ADDRESS OF WORKPLACE		
BUSINESS PHONE NUMBER		
INCOME: PRIMARY SALARY + ALLOWANCES (Annual, Net, In GHC)	GHC	GHC
INCOME: TOTAL OTHER INCOME (Annual, Net, In GHC) (e.g. income from property in section D and other)	GHC	GHC
INCOME: OTHER FINANCIAL SUPPORT (Annual, In GHC) (e.g. from friends/relatives, excluding what Guardian or Sponsor will provide)	GHC	GHC
**TOTAL ANNUAL INCOME	GHC	GHC
**TOTAL ANNUAL INCOME OF FATHER + MOTHER		GHC
HIGHEST LEVEL OF EDUCATION (Primary, JHS, SHS, University, other tertiary (explain), Graduate School, Other (explain))		
Please provide any other information you feel is relevant		

****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 or No

Do you live in it? Yes or No

Do you/your family/your parents receive income for it? Yes or No ;

If so, how much per year (in GHC)?

Do you/your family/your parents make payments towards it? Yes or No;

If so, how much per year (in GHC)?

Physical address:

II. Do you or your family or your parents live in a rented property? Yes or No Do you live in it? Yes or No How much is the rent per year? (GHC)

Physical address:

III. Do you or your family or your parents live in a house provided by a company or at the place of employment or with a relative? Yes or No Do you live in it? Yes or No

Do you make payments towards it? Yes or No If so, how much per year (in GHC)?

Physical address:

IV. Do you or your family or your parents own commercial property? Yes or No

Do you receive income for it? Yes or No If so, how much per year (in GHC)?

Do you make payments towards it? Yes or No If so, how much per year (in GHC)?

Physical address:

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

1.Brand:	Model:	Owner:	Year:	Your annual payment (GHC):
2.Brand:	Model:	Owner:	Year:	Your annual payment (GHC):
3.Brand:	Model:	Owner:	Year:	Your annual payment (GHC):
4.Brand:	Model:	Owner:	Year:	Your annual payment (GHC):

VI. Have you been given use of a company or employer vehicle(s)? Yes or No How many?

1. Brand:	Model:	Year:	Your annual payment (GHC):
2. Brand:	Model:	Year:	Your annual payment (GHC):

VII. Do you or your family or your parents own any other significant assets? Kindly explain:

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		
RELATION TO APPLICANT		

WHO DOES THE APPLICANT LIVE WITH?	<input type="checkbox"/>	<input type="checkbox"/>
IS THIS PERSON THE PRIMARY ADULT IN THE APPLICANT'S LIFE?	<input type="checkbox"/>	<input type="checkbox"/>
EXPLAIN PERSON'S ROLE WITH REGARDS TO THIS APPLICANT		
IF GUARDIAN, KINDLY STATE THE NUMBER OF DEPENDENTS THAT YOU HAVE		N/A
EMAIL ID		
CELL / MOBILE NUMBER		
PHYSICAL ADDRESS		
POSTAL ADDRESS		
CURRENT OCCUPATION(S) (e.g. own business or employment)		
POSITION OR TITLE		
EMPLOYER / COMPANY NAME		
PHYSICAL ADDRESS OF WORKPLACE		
BUSINESS PHONE NUMBER		
HIGHEST LEVEL OF EDUCATION PRIMARY, JHS, SHS, UNIVERSITY, OTHER TERTIARY (EXPLAIN), GRADUATE SCHOOL, OTHER (EXPLAIN)		
WHO WAS RESPONSIBLE FOR THE APPLICANT'S SECONDARY SCHOOL FEES? (institution mentioned in question B.10)	<input type="checkbox"/> Amount per year (in GHC):	<input type="checkbox"/> Amount per year (in GHC):
ALSO SUPPORTING ANY OTHER FEES FOR THE APPLICANT RIGHT NOW?	Amount per year (in GHC): Institution Name:	Amount per year (in GHC): Institution Name:
Please provide any other information you feel is relevant		

Are the applicant's parents or guardians supporting other siblings' or dependents' education? Yes No

Kindly provide information about them below:

NAME	AGE	SCHOOL	RELATION TO APPLICANT	ANNUAL FEES (GHC)

F. Financial Aid Worksheet:

Tuition Amount *per semester* for you to study at Academic City _____ in USD (\$)

Indicate breakdown of who would be supporting you to pay the above tuition fees

	Per Semester in USD	Per Semester in GHC	Explain if not detailed elsewhere
Parents	USD	GHC	
Guardian(s) (as in section E)	USD	GHC	
Sponsor (as in section E)	USD	GHC	
Scholarship	USD	GHC	Source name?
Loan	USD	GHC	Source name?
Other	USD	GHC	Source name?
TOTAL Tuition	USD	GHC	

Kindly state how much financial aid *per semester* you would require from Academic City.

Please note financial aid is limited, and awarded to select students. In order to improve your chances of being selected for financial aid, indicate cautiously only the minimum aid amount absolutely required to support you to study at Academic City.

_____ **GHC per semester**

All financial aid applications will be reviewed by the admissions committee for selection

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.

PAYMENT PLAN: Academic City makes payment plans available for *each semester* (contact Admissions for more details)

BUSINESS, IT, COMMUNICATION ARTS

ENGINEERING

Tuition & Fees: \$2500 (per semester)

Deadline to pay full semester tuition is 31-Aug-2018

PAYMENT PLAN (1 st SEMESTER)		
	Amount	Due Date (Fall '18)
Registration Fee	USD 500.00	31-Aug-2018
1st Installment	USD 750.00	07-Sep-2018
2nd Installment	USD 750.00	31-Oct-2018
3rd Installment	USD 500.00	07-Dec-2018
TOTAL	USD 2,500.00	

1. **Registration Fee is non-refundable**
2. **Late fee penalty of USD 100** will be charged for each installment payment delayed up to 3 business days
3. Installment payment **delays beyond 3 business days** will not be acceptable and may be grounds for withdrawal
4. **Extended Payment Plan available.** Additional USD 50 will be charged on each additional installment (max 2 additional installments acceptable)

Tuition & Fees: \$3500 (per semester)

Deadline to pay full semester tuition is 31-Aug-2018

PAYMENT PLAN (1 st SEMESTER)		
	Amount	Due Date (Fall '18)
Registration Fee	USD 500.00	31-Aug-2018
1st Installment	USD 1,050.00	07-Sep-2018
2nd Installment	USD 1,050.00	31-Oct-2018
3rd Installment	USD 900.00	07-Dec-2018
TOTAL	USD 3,500.00	

1. **Registration Fee is non-refundable**
2. **Late fee penalty of USD 100** will be charged for each installment payment delayed up to 3 business days
3. Installment payment **delays beyond 3 business days** will not be acceptable and may be grounds for withdrawal
4. **Extended Payment Plan available.** Additional USD 50 will be charged on each additional installment (max 2 additional installments acceptable)

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 1:	DATE:
SIGNATURE OF PARENT 2:	DATE:
SIGNATURE OF GUARDIAN:	DATE:
SIGNATURE OF SPONSOR:	DATE:
SIGNATURE OF APPLICANT:	DATE:

Applicant explanation:

Please provide your response to question A.3 in the space provided below

In 400 or fewer words, 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.