



ST. AUGUSTINE'S COLLEGE – CAPE COAST STUDENT RECORD FORM

Fix
Photograph
Here

1. Name of Student.....
- | | | | |
|--|---------|------------|------------|
| | Surname | First name | Other name |
|--|---------|------------|------------|
2. Date of Birth (Day, Month, Year)/...../.....
3. Place of Birth..... 4.Nationality.....
5. Religious Denomination (Please Tick) Christian [] Moslem [] Others []
6. If Christian, are you a Catholic? Yes [] No []
7. If a Catholic, are you a communicant? Yes [] No []
8. If not a Catholic, state your church.....
9. If neither Christian nor Moslem (ie others) state the denomination.....
10. Name of last School attended.....
11. Address of School.....
12. B.E.C.E. Index No..... Aggregate Score.....Raw Score
13. Are you asthmatic?..... 14. Do you have rheumatic pains?..... 15. Are you a sickler?.....
16. Do you have any special or specific medical problem apart from 13, 14 and 15 above? If yes, please explain.
.....

PARENT INFORMATION (1)

17. Father's Name.....
- Nationality:..... Home Town: Occupation:
- Business Address.....
.....
- Postal Address.....
- E-mail.....Mobile No.....
- Level of Education.....
- Custody of student (do you stay with the student?) Yes [] No []

PARENT INFORMATION (2)

18. Mother's Name.....
Nationality:..... Home Town: Occupation:
Business Address.....
.....
Postal Address.....
E-mail.....Mobile No.....
Level of Education.....
Custody of student (do you stay with the student?) Yes [] No []

19. Name and Address of Parent/Guardian sponsoring Education:
.....
..... Tel No.....

20. Name and Address where correspondence and Reports should be sent.....
.....
.....

21. Any special information about your ward:
.....
.....

FULL NAME OF PARENT/GUARDIAN

SIGNATURE /MARK OF PARENT/GUARDIAN

Important Notice

1. Please visit www.auguscocapecoast.edu.gh, click on Online Admission form link on the home page and complete the student admission form.
2. Your ward will not be admitted if the online registration is not completed.

**NOTWITHSTANDING THESE STATED PRESCRIPTIONS EACH CASE
WILL BE DECIDED ON ITS OWN MERIT**

NOTE OF EXTERNAL SUSPENSION

After serving an external suspension the student shall be required to return to the College with his parents/guardians to sign a bond to be of good behavior for the rest of his stay in the College.

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Please detach

I have read the Code of Discipline for students of St. Augustine's College, Cape Coast. I have discussed it with my ward. We both understand it, accept and will abide by it.

Parent's name.....

Student's name.....

Signature.....

Signature.....

Date.....

Date.....

ST. AUGUSTINE'S COLLEGE – CAPE COAST

MINIMUM OUTFIT BROUGHT FROM HOME

S/N	ITEMS
1.	1 Trunk
2.	1 Chop Box
3.	2 Pairs of White Trousers
4.	2 Pairs of khaki Trousers
5.	2 Pairs of White Shorts
6.	2 White Shirts (Long Sleeves)
7.	2 White Shirts (Short Sleeves)
8.	1 White Jumper for wearing cloth
9.	6 White Singlets and 6 Underwears
10.	1 Pair of Pyjamas and 1 Sleepng Cloth (One each)
11.	1 Student Foam mattress (Leather covered) with Pillow
12.	2 Blankets
13.	3 Bed Sheets, 3 Pillow Cases (White)
14. *	1 Mosquito Net
15.	2 Towels
16.	6 Handkerchiefs
17.	3 Pairs of Socks
18.	1 Pair of Decent Sandal (Black or Brown)
19. *	1 Pair of Dressing Shoe (Black)
20.	1 Pair of White Canvas Shoe (for PE/Games)
21. *	1 Belt for dressing (To be worn on arrival)
22.	1 Rain Coat/Umbrella
23.	Toilet Articles – Comb, Brush, Mirror, Tooth Brush, Soap, Toilet Rolls etc.
24.	Shaving Kit
25.	1 Set Cutlery, Plate and Cup
26. *	1 Bucket
27. *	2 Brooms and 1 Scrubbing Brush
28. *	1 Sharpened Cutlass (Crocodile Brand)
29.	1 Rake
30.	1 Hoe
31.	1 Mob
32.	2 Detergents (1 PARAZONE and 1 Mr. Muscle toilet cleaner)
33.	2 car dusters for cleaning
34.	1 Flash Light (Torchlight)
35. *	1 Electric Pressing Iron
36. *	1 Bible (Revised Standard Version / Good News)
37. *	1 Catholic Hymnal
38.	1 Dictionary
39. *	4 recent passport photographs in white shirt – Fix 1 on Student Record Form, Pin two to the Form, Your name printed at the back

NB: * These items must be produced for inspection on the day of arrival at the College.

IMPORTANT INFORMATION – ST. AUGUSTINE’S COLLEGE

1. St. Augustine’s College was founded in 1930 by the Catholic Church in Ghana.
The traditions and customs are typical Roman Catholic

The following programmes are offered in the College

General Arts
General Science
Business
Agriculture

2. **FEES:**

- a. All fees are to be paid by Bank Draft or Payment Order made payable to the Headmaster, St. Augustine’s College, Cape Coast with the students name and class clearly written at the back. No Cash payments are acceptable.

- b. **SCHOLARSHIP**

No student shall hold more than one public-Government Scholarship in the College

In the event of a student having more than one such scholarship, the parent/guardian shall write to opt for one; failure to do so, the College shall reserve the right to choose on behalf of the parent.

The other scholarship may be given to a student who may stand in need or refunded to the awarding body/company/agency.

- c. **REFUND OF FEES**

Credit balance standing in favour of the student shall only be paid at the end of the student’s course of stay in the College. The request for such refund shall be made in writing by the PARENT and **NOT** the STUDENT

3. **VISIT**

Students are allowed to receive visitors every Saturday from 12.00noon to 5.00pm. Parents and visitors are advised to keep to this time. Visitors are NOT allowed on week days and Sundays.

4. **HEALTH**

There is a qualified health professional in charge of the College clinic and a visiting doctor. All health problems must be referred to the clinic. Request for further treatment outside the College shall be made through the College nurses, who will liase with the College’s authorities. When the need arises parents/guardians will be invited by College’s authorities to come for their sick ward/child who require treatment outside the College

5. **COLLEGE KIT**

Parents/Guardians are advised to ensure that students do not bring to the College unprescribed kit. This will be confiscated and shall not be returned. No electrical or electronic gadget or equipment except electric pressing iron is allowed in the College. Parents are to warn their wards not to tamper with electrical or plumbing installations in the College.

6. **CELL PHONES:**

Under no circumstances shall a student bring to the College cell Phone(s). This will be confiscated and NOT returned.

7. **APPEARANCE**

All students are to wear their hair very low. Students are not allowed to wear beard and/or mustache. Tattoos, perforation of ear lobes, etc are not allowed. Parents should ensure that their wards are decently dressed.

8. **GUIDANCE AND COUNSELLING**

There is a guidance and counseling department manned by capable staff. Students are encouraged to make use of this department and its staff to help them solve or overcome their difficulties.

9. **P.T.A.**

Parents/Guardians are automatic members of this association once their wards are enrolled in the College. They are encouraged to participate meaningfully in the affairs of the association.

10. **WITHDRAWAL AND TRANSFER FROM THE COLLEGE**

(a). **From the College:-** Parents/Guardians must give at least a term's notice of withdrawal/transfer of their ward from the College in writing.

(b). **From the Boarding House**

A parent may write to request for boarding accommodation or give up a boarding accommodation with at least a term's notice in writing.

Request by STUDENTS to be considered for boarding facility or to leave the boarding house shall not be considered.

11. **COLLEGE ACTIVITIES**

All students are to attend and participate in all College activities, including the Dining Hall even if the student is not hungry.

12. **CHANGE OF NAME**

The name of the student, on admission to the College shall remain the same throughout the period of the student's stay in the College. Request for a change of name shall not be granted.

13. **CHANGE OF PROGRAMME/SUBJECT**

Students have been admitted based on their choices or programmes at the BECE. Request for the change of programme or subject shall not be considered once admitted

14. **STAFF RESIDENCE**

Staff residence is out of bounds to all students at all times

15. **EXAMINATIONS**

1. Students promotion at the end of every academic year is based on good performance. A student may be asked to repeat or withdraw, where repetition would not be of help.
2. Registration and writing of the WASSCE at the end of the three (3) year course will only be confirmed where the student has justified good academic ability and preparation.
3. Parents and students must take note then, that writing the final WAEC examination as a College candidate is not **automatic** but dependent on the College conviction that the student is well prepared
4. In view of this, writing of examinations at the College is very keen and no malpractice is tolerated.
5. Students are not allowed to register and write the NOV/DEC Private candidates Examination as a student of the College
6. Non-performing students stand the chance of being repeated.

16. **DEFACING/ DESTRUCTION OF COLLEGE PROPERTY**

1. **Writing on walls:** Students who write on the walls will be made to pay for paint, brushes and workmanship to repaint the place
2. **Breaking of Louvre blades:** Students who break Louvre blades will be made to pay **three times** the cost.
3. **Breaking of desk:** Students who break desk will be made to pay **three times** the cost.

ST. AUGUSTINE'S COLLEGE – CAPE COAST
CODE OF DISCIPLINE FOR STUDENT

NO	OFFENCE		SANCTIONS
1	Failure to write Examination without justifiable cause	1 st Offence	1. One week internal suspension with labour 2. Referred for counseling 3. Student signs bond witnessed by parents
		2 nd Offence	1. Withdrawal from the College
2	Examination Malpractices e.g. Cheating, Collusion, etc	1 st Offence	1. Cancellation of paper 2. One week internal suspension with labour 3. Referred for counseling 4. Students sign bond witnessed by parent
		2 nd Offence	1. Withdrawal from the College
3.	Truancy	1 st Offence	1. Internal work for not more than one week
		2 nd Offence	1. Internal suspension for not more than one week with labour
			3. Referred for counseling 3. Students signs bond witnessed by parent
3 rd Offence	1. External suspension/Withdrawal from the College		
4	Loitering about e.g. in Dormitories, Canteen, Quick-link etc. during the Class Hours and Official College Gathering	1 st Offence	1. Internal work for one day
		2 nd Offence	1. Warning in writing 2. Internal suspension for not more than one week 3. Referred for counseling 4. Student signs bond witnessed by parent
		3 rd Offence	1. External suspension/Withdrawal from the College
5.	Visiting Staff Residence without Permission	1 st Offence	1. Internal Work
		2 nd Offence	1. Internal suspension for one week with labour 2. Student signs bond witnessed by parent
			3 rd Offence
6	Refusal to Participate in Approved College Activity	1 st Offence	1. Internal Punishment
		2 nd Offence	1. Internal suspension with labour for one week 2. Referred for counseling 3. Student signs bond witnessed by parent
		3 rd Offence	1. Withdrawal from the College
		1 st Offence	1 Confiscation with Warning

7	Use/Possession of Unapproved/Unauthorized Attire	2 nd Offence	<ol style="list-style-type: none"> 1. Student signs bond witnessed by parent 2. Internal work for not more than one week 3. Confiscation 4. Referred for counseling
		3 rd Offence	<ol style="list-style-type: none"> 1. Withdrawal from boarding house
8	Indecent Dressing e.g. Provocative or Shabby Dressing, Hair Cut, "Otto Pfister" etc	1 st Offence	<ol style="list-style-type: none"> 1. Internal Punishment with immediate confiscation where applicable
		2 nd Offence	<ol style="list-style-type: none"> 1. Internal suspension for one week with labour 2. Referred for counseling
			<ol style="list-style-type: none"> 3. Student signs bond witnessed by parent
3 rd Offence	<ol style="list-style-type: none"> 1. Withdrawal from the College 		
9.	Bullying/Molestation	1 st Offence	<ol style="list-style-type: none"> 1. Internal suspension for one week 2. Referred for counseling 3. Student signs bond witnessed by parents
		2 nd Offence	<ol style="list-style-type: none"> 1. withdrawal from the Boarding House/College
10.	Assault on Fellow Student(s)	1 st Offence	<ol style="list-style-type: none"> 1. Warning in Writing 2. At least Two Weeks External suspension 3. Student signs bond witnessed by parents
		2 nd Offence	<ol style="list-style-type: none"> 1. Withdrawal from the Boarding House/ Dismissal from the College
11	Fighting	1 st Offence	<ol style="list-style-type: none"> 1. Warning in Writing 2. At least Two Weeks External suspension 3. Student signs bond witnessed by parents
		2 nd Offence	<ol style="list-style-type: none"> 1. Withdrawal from the Boarding House/ Dismissal from the College
12	Use of Unauthorized Electrical Appliances, Electronic Devices and Tools e.g. Stoves Radios, Radio Cassette Players, Heaters, Mobile Phones. MP3s, MP4s, Hammers, Soldering Bits, etc	1 st Offence	<ol style="list-style-type: none"> 1. Confiscation 2. Warning in writing 3. Internal work for one week
13	Cooking in Dormitories	1 st Offence	<ol style="list-style-type: none"> 1. Confiscation 2. Withdrawal from the Boarding House
		2 nd Offence	<ol style="list-style-type: none"> 1. Confiscation of equipment, Material 2. Internal work for one week
		2 nd Offence	<ol style="list-style-type: none"> 1. Confiscation 2. Withdrawal from the Boarding House
14		1 st Offence	<ol style="list-style-type: none"> 1. Separation and Internal Punishment
		2 nd Offence	<ol style="list-style-type: none"> 1. Warning in Writing

	Receiving Visitors at Unapproved/Unauthorized Times/Places		2. Internal suspension for one week with labour
		3 rd Offence	1. withdrawal from the Boarding House
15	Harbouring of Visitors overnight without Official Permission	1 st Offence	1. withdrawal from the Boarding House
16	Deliberate Distortion of Facts/Character Assassination	1 st Offence	1. Internal work 2. Warning in writing
		2 nd Offence	1. Withdrawal from the College
17	Drunkenness and Tobacco Smoking	1 st Offence	1. Internal suspension for one week with labour 2. Referred for counseling 3. Student signs bond witnessed by parents
		2 nd Offence	1. Withdrawal from the College
18	Petty Theft	1 st Offence	1. Warning in writing 2. One week Internal work 3. Restitution in all cases
		2 nd Offence	1. One week internal suspension with labour 2. Restitution in all cases 3. Referred for counseling 4. Student signs bond witnessed by parents
		3 rd Offence	1. Withdrawal from the College 2. Restitution in all cases
19.	Stealing	1 st Offence	1. External suspension/Withdrawal from the College 2. Restitution in all cases
20	Extortion	1 st Offence	1. Internal suspension for one week 2. Restitution 3. Referred for counseling 4. Student signs bond witnessed by parents
		2 nd Offence	1. Restitution 2. Withdrawal from the College
21	Willful Destruction/Damage of College Property	1 st Offence	1. Internal suspension for one week 2. External suspension pending restitution 3. Referred for counseling 4. Student signs bond witnessed by parents
		2 nd Offence	1. Withdrawal from the College 2. Restitution
22	Anti-social Behaviour – Disrespect and Insolence to authority and similar Offences such as Insult, Cat Calls, Hooting, use of Obscene Language/Songs, Dance, etc	1 st Offence	1. Internal suspension for one week 2. Student signs bond witnessed by parent
		2 nd Offence	1. withdrawal from the College
23		1 st Offence	1. External suspension

	Breaking Bounds / Leaving the College Under False Pretences/Travelling outside Town without Prior Permission		2. Referred for counseling 3. Student signs bond witnessed by parents
		2 nd Offence	1. Withdrawal from the Boarding House/College
24	Late Return from Holidays		1. Internal work graduated according to the number of days spent outside the College. NB: Late return after the fourth week without permission attracts withdrawal from the Boarding House
25	Punishment by Proxy i.e. where a Punished Offender invites or Coerces another person to do his punishment	1 st Offence	1. Internal suspension for one week with labour for all those involved
		2 nd Offence	1. External suspension for two weeks 2. Student signs bond witnessed by parents
26	Anonymous Letter Writing	1 st Offence	1. External suspension for one month 2. Student signs bond witnessed by parents
		2 nd Offence	1. Withdrawal from the College
27	Inciting Students to Riot	1 st Offence	1. External Suspension for all those pressurized into the riot. 2. Dismissal for Ringleaders 3. Parent/students to pay for any cost of damage
28	Possession and/or Use of Marijuana and/or other Hard Drugs	1 st Offence	1. Summary dismissal
29	Possession of Lethal Weapons eg. Pistol, Gun etc	1 st Offence	1. Summary dismissal
30	Sexual Misconduct	1 st Offence	1. Summary dismissal
31	Perforated Ear-Lobes, Nose, Tattoos, shaving Eye Brows, etc	1 st Offence	1. Warning in writing 2. Plastic Surgery to correct perforation or withdrawal from College
32	Loitering at the Beach	1 st Offence	1. External suspension 2. Student signs bond witnessed by Parents
		2 nd Offence	1. Summary dismissal
33	Swimming	1 st Offence	1. Summary dismissal
34	Assault on Member of Staff and/or their Dependents	1 st Offence	1. Withdrawal from the College/boarding house (as determined by Staff and School Administration)

35	Floating the authority of Prefect(s)	1 st Offence	1. Internal work
		2 nd Offence	1. Warning in Writing 2. At least two weeks external suspension 3. Signs bond witnessed by parents
		3 rd Offence	1. Withdrawal from the College
36	Floating the Authority of Members of Staff	1 st Offence	1. Two weeks external suspension 2. Referred for counseling 3. Signs bond witnessed by parents
		2 nd Offence	1. Withdrawal from the College
37	Floating the Authority of Headmaster	1 st Offence	1. Summary dismissal
38	A breach of common sense is a breach of school rule		Determined by Staff/or School Administration

NOTE:

: **All cases will be assessed and handled on their own merit.**

: **Offences run cumulatively.**