



ELIZABETH BRIGHT INTERNATIONAL SCHOOL

ADMISSION KIT

Information & Guide for Parents/Guardians

Welcome to **Elizabeth Bright International School (EBLIS)**.

This Admission Kit provides parents and guardians with the essential information and requirements needed to apply for admission and prepare their child for enrollment.

1. Admission Requirements

Parents/Guardians should provide the following:

- Completed EBLIS Admission Application Form
- Copy of the student's Birth Certificate
- Two (2) recent passport photographs
- Copy of Parent/Guardian's valid identification
- Previous school report/academic record, where applicable
- Transfer/Release Letter for transfer students, where applicable
- Completed Medical/Health Information Form
- Any additional documents requested by the school

2. Age & Grade Placement

Students are placed in the appropriate class based on:

- Age and applicable class requirements
- Previous academic records
- Assessment/interview, where applicable
- Availability of space

The school reserves the right to determine the appropriate class placement for each student.

3. Admission Period

EBLIS operates a three-term academic calendar:

Term	Period
Term 1	September – December
Term 2	January – April
Term 3	May – August

Application Deadlines

Applications should be submitted before the beginning of the relevant academic term.

Current Application Deadline:

Parents are encouraged to apply early to secure placement.

Special Intake

Mid-term transfers and special/summer programme admissions may be considered subject to availability and school approval.

4. Admission Process

- Step 1 — Obtain the Application Form.** Download and complete the EBLIS Admission Application Form.
- Step 2 — Submit Documents.** Submit the completed form together with all required supporting documents.
- Step 3 — Assessment/Interview.** Where applicable, the student may be invited for an assessment or interview.
- Step 4 — Admission Decision.** The school will review the application and communicate the admission decision.
- Step 5 — Enrollment.** Upon acceptance, parents/guardians will receive information regarding fees, school requirements, uniforms, books, and other preparations.

5. Fees & School Materials

Parents/Guardians should obtain the current fee schedule from the school before completing enrollment.

School-related costs may include:

- Tuition Fees
- Admission/Registration Fees
- School Uniform
- Sportswear
- Stationery
- Textbooks
- Consumables
- Other applicable school charges

Current Fee Schedule: Available from the Admissions Office.

6. Parent Checklist

Before submitting your application, please ensure you have:

- ☐ Completed Admission Application Form
- ☐ Birth Certificate
- ☐ Passport Photographs
- ☐ Parent/Guardian ID
- ☐ Previous School Report, where applicable
- ☐ Transfer/Release Letter, where applicable
- ☐ Medical/Health Information
- ☐ Other required documents

7. Important Information

- Submission of an application does not automatically guarantee admission.
- Admission is subject to meeting the school's requirements and availability of space.
- Parents/Guardians must provide accurate and complete information.
- The school may request additional documents where necessary.
- Parents/Guardians will be informed of the outcome of their application.

CONTACT ADMISSIONS

Elizabeth Bright International School

Michel Camp, Tema, Ghana

Email: contact@eblisschool.com

Website: www.eblisschool.com

Admissions Contact:

Telephone:

LEARN • GROW • EXCEL