KOFORIDUA POLYTECHNIC

CONDITIONS FOR ADMISSION

A. ADMISSION
   1. The Polytechnic operates on semester basis. A semester is normally sixteen (16) weeks, and there are two semesters in an academic year. The Higher National Diploma (HND) programmes are run for six semesters or three (3) academic years. Advanced/Intermediate Fashion Design & Textiles and Diploma in Business Studies (DBS) are however run for four (4) semesters or two (2) academic years, while all Certificates/Technician/Pre-HND programmes have two (2) semesters or one (1) academic year duration.
   2. Admission is granted for a specific year and successful candidates who fail to enroll in the very year the admission is offered or withdraw from the programme without the prior permission of the institution forfeit their admission.
   3. Offer of admission to new students is contingent upon payment of the required amounts of fees. Admission to the Polytechnic comes with no Financial Aid. However, qualified students may apply to the Student Loan Trust Scheme for financial support. The Polytechnic also supports some Needy Continuing Students each year.
   4. This Offer of Admission is subject to the verification of your certificates and results, in due course, from the certifying institutions or bodies. You are to note that regardless of the number of years spent in the Polytechnic, the offer of admission shall be automatically withdrawn in the event of the discovery of any discrepancies in the relevant documents or information submitted by you. Such students may also be prosecuted.

B. ACCEPTANCE OF ADMISSION
   5. As part of the admissions process, applicants who accept the Offer of Admission are required to complete the attached ADMISSION ACCEPTANCE FORM and also the AGREEMENT FORM (for conditional admission only) and these must be submitted at the Registration Center during the Registration period.

C. REGISTRATION
   6. It is required of each student to register for every semester to be officially recognized as a student of the Polytechnic for that given semester. Students who do not register for a particular semester without proper permission will lose their student status.
   7. There are two (2) periods for registration. Students may register before the end of the first period free of charge. Those who miss the first registration period may do so within the extension period after paying an appropriate penalty determined by the authorities.
   8. First year students who have not registered by the end of the first semester registration period should consider their offer of admission void.

9. After the penalty period no student will be allowed to register, and class lists will be compiled for the various departments.
10. Students may not be allowed to change the names they used for registration without official consent.
D. MEDICAL EXAMINATION
11. After going through the registration process, first year students are supposed to collect a medical form from the Admissions Department for medical examination at the Polytechnic designated medical facilities. Students who fail the prescribed medical examination of the Polytechnic will be withdrawn.

E. FEES
12. The Polytechnic fees payable this year by first year students of this institution are captured in the admission letter. First year students are encouraged to take note of the various categories of fees and pay accordingly to the directives indicated in the admission letter.
13. Fees include SRC&GNUPS, Departmental/Students Association dues and Students Insurance (SRC/Reprographic) fees.
14. A minimum of 50% of the total fees can be paid in the first semester, fees paid are not refundable.
15. School fees are reviewed annually, after negotiations with the Student Representative Council.

F. ACCOMMODATION
16. The Polytechnic has two (2) categories of accommodation facilities for students namely: Polytechnic's GETFUND Hostel situated on its campus and a number of Privately Owned Hostels which are also situated at various locations closed to the institution. The allocations of space at the GETFUND Hostel are done on first-come-first-served basis to interested students.
17. Regarding the arrangement in securing accommodation in these Privately Owned Hostels, students are advised to make their contacts through the telephone numbers indicated in the Accommodation Brochure attached to this admission package. Application Forms for all hostels are available at the various hostels.

G. ORIENTATION
18. An orientation programme has been planned for new students on arrival on campus. It is meant to acquaint new students with the unique features of Polytechnic life.
19. Fresh students must make it a point not to miss the orientation programme since a lot of information is given during this period, and it gives students the first opportunity to come into contact with the authorities of the Polytechnic.
20. Students are to note that the provisions of the Polytechnic Statutes, the Students’ Handbook, and the Students’ Examination Guide will apply to them while they are here at Koforidua Polytechnic. It is therefore the responsibility of students to familiarize themselves with the contents of these important documents.

H. EXTRA-CURRICULAR ACTIVITIES
21. Students are expected to participate in all campus activities, especially those arranged specially for them.