



Enrolment Form For Boarders and Day Pupils

Notes:

PLEASE READ THESE NOTES AS YOU FILL OUT THE QUESTIONS. They are to help us get the information we need as you complete the form.

Family Name and Given Names:

NAMES TRANSLATED INTO English from some languages, such as Arabic, can be spelt in various ways. If this is the case for this child please pick a spelling that need not be changed. The name as it appears on an official document such as the child's passport is what should be used. The names as spelt on this form will appear on all school records and reports and, important for senior pupils, on external examination certificates and graduation certificates.

Estimated length of stay at this school:

THIS CAN BE CHANGED at any time, but please note that withdrawing the student during the school year requires one full term's notice, or fees in lieu of the notice.

Home Address. If you live in Togo please describe where your house is.

SOMETIMES IT IS NEEDED for us to take a sick child home but only if we know how to get to your house. If you have a map of the location of the house attach it to this form or send it to the secretary. **If you move let us know as soon as possible.**

If you do not live in Togo put your street address rather than the postal address.

Postal Address - for all correspondence.

ALL POSTAL CORRESPONDENCE will go to this address. If it is the same as the Work Address, include your title and department to help minimise internal delays. Please write the address exactly as it should appear on the envelope.

State fully any health problems the child has.

PLEASE ENSURE THAT ANY health problems are recorded on this form. If there is not enough room please attach an additional sheet. This is vitally important for boarders who may possibly be treated by the school doctor.

In particular list any allergies. We have had pupils who are allergic to Paracetamol and to Band Aid plasters. Please be thorough.

