



# **DEBEST COLLEGE OF SCIENCE, ARTS AND BUSINESS**

(MDEC: MINDSET, DETERMINATION, EXECUTION AND CONSISTENCY)

P.O. BOX DC 492, DANSOMAN COMMUNITY

TEL: 0302-307823, 0559666206

E-mail: [preuniversity@debestcollegegh.com](mailto:preuniversity@debestcollegegh.com)

website: [www.debestcollegegh.com](http://www.debestcollegegh.com)

DeCSAB NO.:.....

## **PRE-UNIVERSITY DIVISION** **DIPLOMA ADMISSION FORM**

STUDENT ID No.:.....

DATE.:.....

**PLEASE FILL THE FORM IN BLOCK CAPITALS, USING BLUE OR BLACK INK**

**About Yourself**

Title:..... (Miss/Mrs/Mr/Dr./Rev. etc)

Surname:.....First Name:.....

Other Name(s):.....Gender: ☐ Male ☐ Female

Date of Birth:.....Nationality:.....

Place of Birth:.....Region/State:.....

Residential Address:.....

Postal Address:.....

Current Occupation:.....

Last School Attended:.....

Year of Completion.....Course Offered:.....

Class/Form reached:.....Year of Completion:.....

E-mail:.....Tel:.....Mob:.....

**COURSES INTERESTED IN TAKING: PLEASE TICK[ \ ]**

**A) PRE-DEGREE PROGRAMMES:**

**I) GENERAL BUSINESS CERTIFICATE EXAM INATIONS (GBCE)**

[ ] CERTIFICATE IN ACCOUNTING

[ ] CERTIFICATE IN BUSINESS STUDIES

[ ] CERTIFICATE IN SECRETARIAL DUTIES

**Leading to level 100  
of the University**

**II) DIPLOMA IN BUSINESS STUDIES**

[ ] ACCOUNTING [ ] MANAGEMENT [ ] MARKETING [ ] ENTREPRENEURSHIP

[ ] STATISTICS

### III) DIPLOMA IN ADVANCED BUSINESS CERTIFICATE EXAMINATIONS

- ☐ DIPLOMA IN OFFICE MANAGEMENT
- ☐ DIPLOMA IN ACCOUNTING
- ☐ DIPLOMA IN BUSINESS ADMINISTRATION
- ☐ DIPLOMA IN COMPUTER SCIENCE/INFORMATION TECHNOLOGY

Leading to 2nd  
/3rd year  
of the University

### B) UNDERGRADUATE OR DEGREE COURSES

### C) PROFESSIONAL COURSES

<input type="checkbox"/> JOURNALISM/COMM. STUDIES <input type="checkbox"/> SECRETARYSHIP <input type="checkbox"/> OIL AND GAS MANAGEMENT	<b>HUMAN RESOURCE MANAGEMENT</b> <input type="checkbox"/> LCM (LONDON CENTRE OF MARKETING) <input type="checkbox"/> ICM (INSTITUTE OF COMMERCIAL MANAGEMENT)
<b>ACCOUNTING</b> <input type="checkbox"/> ACCA (ASSOCIATION OF CERTIFIED CHARTERED ACCOUNTANTS) <input type="checkbox"/> ICA (INSTITUTE OF CHARTERED ACCOUNTANTS)	<b>BANKING &amp; FINANCE</b> <input type="checkbox"/> CIB (CHARTERED INSTITUTE OF BANKERS, GHANA) <input type="checkbox"/> CIB (CHARTERED INSTITUTE OF BANKERS, UK)
<b>BUSINESS INFORMATION SYSTEMS</b> <input type="checkbox"/> ABE (ASSOCIATION OF BUSINESS EXECUTIVES)	<b>TRAVEL AND TOURISM</b> <input type="checkbox"/> LCM (LONDON CENTRE OF MARKETING)
<b>BUSINESS MANAGEMENT</b> <input type="checkbox"/> LCM (LONDON CENTRE OF MARKETING) <input type="checkbox"/> ABE (ASSOCIATION OF BUSINESS EXECUTIVES) <input type="checkbox"/> ICM (INSTITUTE OF COMMERCIAL MANAGEMENT)	<b>MARKETING</b> <input type="checkbox"/> LCM (LONDON CENTRE OF MARKETING) <input type="checkbox"/> ABE (ASSOCIATION OF BUSINESS EXECUTIVES) <input type="checkbox"/> ICM (INSTITUTE OF COMMERCIAL MANAGEMENT)

### EDUCATIONAL BACKGROUND

Date From	Date to	Name of School	Qualification/Degree	FOR OFFICE USE

HOW DID YOU KNOW ABOUT US?: ☐ INTERNET ☐ BILLBOARD ☐ FRIEND ☐ RADIO/TV  
☐ NEWSPAPERS ☐ SIGNBOARD ☐ OTHER? PLEASE SPECIFY:.....

SPONSORS NAME AND ADDRESS:.....//.....

EMERGENCY CONTACT:.....

### ENDORSEMENT

This portion must be signed by a person of high integrity and honour who must also endorse at least of the applicants passport—sized photograph on the reverse side.

SIGNATURE:..... DATE:.....

NAME (BLOCK LETTERS):.....

OCCUPATION:..... POSITION:.....

ADDRESS:.....

### **CONDITIONS OF ACCEPTANCE**

1. STUDENTS ARE REQUIRED TO ATTEND CLASSES REGULARLY DURING THE PERIOD FOR WHICH THEY ENROLLED.
2. ABSENCE DUE TO SICKNESS MUST BE SUPPORTED BY A MEDICAL CERTIFICATE
3. FEES ONCE PAID ARE NON-REFUNDABLE AND NON-TRANSFERABLE.
4. THE FEES PAID ARE FOR TUITION ONLY AND STUDENTS ARE RESPONSIBLE FOR THE COST OF MATERIALS OR EXAMINATION FEES, CERTIFICATES ETC.
5. THE PRINCIPAL RESERVES THE RIGHT TO DISMISS ANY STUDENT FOR BAD CONDUCT.
6. YOU MUST UNDERSTAND WHEN YOU COMMIT A BREACH OF DISCIPLINE, YOU RENDER YOURSELF TO BE SANCTIONED APPROPRIATELY
7. YOU MUST UNDERSTAND THAT CONTINUED POOR ACADEMIC RECORD MAY RESULT IN YOU BEING REPEATED OR WITHDRAWN.
8. YOU MUST UNDERSTAND THAT A SCHOOL IS A PLACE FOR DEVELOPMENT OF LEARNING SKILLS AND THAT YOU WILL MAKE FULL USE OF YOUR TIME FOR THAT PURPOSE.

SIGNATURE:..... DATE:.....

**NOTE: ALL FORMS ARE TO BE ACCOMPANIED BY TWO PASSPORT SIZE PICTURES.**