

FORD-MADDEN CHRISTIAN ACADEMY



P.O. BOX 2914

SMYTHE ROAD, MONROVIA

EMAIL: info@fmciberia.org website: www.fmciberia.org

FMCA online TV

OLD STUDENTS INFORMATION SHEET-2024/2025

I THERE WILL BE NO PRE-REGISTRATION BEGINNING ACADEMIC 2024/2025. All parents and guardians are encouraged to follow the dates given below for registration and 1st installment tuition payments including uniforms and textbooks. Absolutely, no student will be allowed in school without the 1st Quarter + Uniforms and textbooks payment. Parents/guardians are to do their payments during the official registration dates.

II. REGULAR SCHOOL REQUIREMENTS TO BE SUBMITTED AT THE TIME OF REGISTRATION.

General requirements (KG -12th Grade)

➤ Spoon

Kindergarten Requirements

- 4 dozens pencil (2HB/Dixon)
- One sharpener (Large)
- 24 in pack Crayola
- 2 erasers (Large)
- 2 dozens copy book

Every student from KG to 6th grade must purchase a set of books and present them during registration. You are also encouraged to purchase supplementary books from the Ministry of Education (MOE).

III. REGULAR SCHOOL REGISTRATI ON & TUITION SCHEME

A. OFFICIAL REGISTRATION & 1st Installment Dates: August 1 – September 15, 2024

B. KINDERGARTEN TO GRADE 3 PAYMENT SCHEDULE

Students from KG – 12th grade are required to Pay 40% of Tuition during registration and the remaining 60% to be paid quarterly.

C. NON-CRF STUDENTS REGISTRATION/TUITION SCHEDULE BELOW:

*** NO STUDENT WILL BE REGISTERED AFTER THE REGISTRATION PERIOD.**

IV. ACTIVITIES FOR 2024/2025

- ❖ World's Teachers' Appreciation Day – Friday, October 4, 2024
- ❖ Gala Anniversary Celebration – February 24 – 28, 2025
- ❖ Career Day – Friday, May 2, 2025

All students (KG-12) are required to attend official school programs. The only exception at times may be the kindergarten students.

V. REGISTRATION PROCEDURE:

STEP BY STEP PAYMENT OF ALL FEES:

- a. Get a bank deposit slip from the Registrar's office.

- b. After making payment at the bank, take the bank's receipt to the Business manager's office for official receipt.
- c. After being issued an official receipt, take the official receipt to the Registrar's office for record.
- d. Finally, Proceed to the VPI's office for student data entry & final registration. (REGISTRATION COMPLETE)

Students of Jr. & Sr. High must sign a behavior bond, with their parents co-signing.

Note: Absolutely no tuition should be paid to any staff. All figures below are in Liberian Dollars (\$LD)

OLD STUDENTS										
TERM OF PAYMENT	KG	1ST – 2nd	3rd	4th – 5th	6th	7th – 8th	9th	10th – 11th	12th	Payment Date
1st Installment plus uniform sets & Textbooks	23,110	36,680	36,880	37,600	37,800	35,470	38,030	37,070	43,200	August 5 – Sept. 15, 2024
2nd Installment	23,110	18,840	18,940	19,300	19,400	18,240	19,520	19,040	22,100	October 1 – Nov. 30, 2024
3rd Installment	23,110	18,840	18,940	19,300	19,400	18,240	19,520	19,040	22,100	Jan. 1 – Feb. 28, 2025
4th Installment	23,100	18,840	18,940	19,290	19,390	18,235	19,515	19,035	22,100	April 1 – May 31, 2025
TOTAL LD\$	92,430	93,200	93,700	95,490	95,990	90,185	96,585	94,185	109,500	

CRF										
TERM OF PAYMENT	KG	1ST – 2nd	3rd	4th – 5th	6th	7th – 8th	9th	10th – 11th	12th	Payment Date
1st Installment plus uniform sets & Textbooks	7,500	7,500	7,500	8,500	8,500	8,500	9,000	9,000	9,000	August 1 – Sept. 15, 2024
2nd Installment	7,500	7,500	7,500	8,500	8,500	8,500	9,000	9,000	9,000	October 1 – Nov. 30, 2024
3rd Installment	7,500	7,500	7,500	8,500	8,500	8,500	9,000	9,000	9,000	Jan. 1 – Feb. 28, 2025
4th Installment	7,500	7,500	7,500	8,500	8,500	8,500	9,000	9,000	9,000	April 1 – May 31, 2025
TOTAL LD\$	30,000	30,000	30,000	34,000	34,000	34,000	36,000	36,000	36,000	

NOTE: UNIFORM PACKAGE INCLUDE: ONE SET OF PE/ROTC OUTFIT + ONE SET OF REGULAR UNIFORM AND A PAIR OF SOCKS. 12TH GRADERS (A BOW OR TIE) IS INCLUSIVE OF THE UNIFORM PACKAGE.

C O C										
<i>TERM OF PAYMENT</i>	<i>KG</i>	<i>1ST – 2nd</i>	<i>3rd</i>	<i>4th – 5th</i>	<i>6th</i>	<i>7th – 8th</i>	<i>9th</i>	<i>10th – 11th</i>	<i>12th</i>	<i>Payment Date</i>
<i>1st Installment plus uniform sets & Textbooks</i>	6,000	6,000	6,000	6,000	6,000	7,000	7,000	7,000	7,000	August 5 – Sept. 15, 2024
<i>2nd Installment</i>	6,000	6,000	6,000	6,000	6,000	7,000	7,000	7,000	7,000	October 1 – Nov. 30, 2024
<i>3rd Installment</i>	6,000	6,000	6,000	6,000	6,000	7,000	7,000	7,000	7,000	Jan. 1 – Feb. 28, 2025
<i>4th Installment</i>	6,000	6,000	6,000	6,000	6,000	7,000	7,000	7,000	7,000	April 1 – May. 31, 2025
TOTAL LD\$	24,000	24,000	24,000	24,000	24,000	28,000	28,000	28,000	28,000	

Note: Our US rate is 195, but is subject to change based on the prevailing rate at a given time.

Please Note: WAEC fees are separate from the fees listed above. Study Class fee is USD\$ 20 Per Month.

VI COMPUTER EDUCATION – Computer Education is offered from 7th – 12th Grades.

VII. POLICIES ON DRESS CODE.

NOTE: UNIFORM PACKAGE INCLUDE: ONE SET OF PE/ROTC OUTFIT + ONE SET OF REGULAR UNIFORM AND A PAIR OF SOCKS. 12TH GRADERS (A BOW OR TIE) IS INCLUSIVE OF THE UNIFORM PACKAGE.

ALL UNIFORMS ARE AVAILABLE ON CAMPUS.

Physical Education (P.E.)/ROTC: White or black sneakers and white sock will be worn during PE/ROTC classes. No student is allowed to alter the uniforms.

- **No reducing of trouser to pistol legs (boys)**
- All socks should be worn above the ankle (No ankle socks)
- **No jumper above the knee and under your breast (girls)**
- Boys hair are to be low cut every day of school (no Style)
- Girls are to plait hair all down (minimum six plaits, maximum twelve plaits)
- No hair accessories / attachment. No Gold or silver dot earring (girls)
- No eyelashes or eye shadow (girls). No lipstick of any form/kind
- No nails polish of any form/ kind. No false nails
- No wrist band. Not sweat shirt with a hood (hoodie) is allowed over the uniform on campus.
- All Female Senior students (12 graders) should braid their hair, no ponytails/buns.
- No facial hair for male students. All male students are to be cleaned shaved (no mustaches, beard, goatees or long sideburns).

Note: All students are to wear black shoes, not boots!

Children in the KG. Department as well as children in the lower Elementary must be picked up at the appropriate time every day. Failure to do so, you will pay L\$500.00 for each day your child is picked up late.

NOTE: All students are required to be properly attired every day. **Only students with proper uniforms will be allowed on campus each day. Orientation** for old & new students is Friday, August 30, 2024

Opening Date: Monday, September 2, 2024. School begins @7:45 A.M. **Our gates will close at 8:00 A.M. daily.**

For further information, kindly contact the Registrar’s Office, Monday – Friday from 8:00 – 3:00 P.M. daily, or call 0770654752 / 0776386002 / 0777438634

Signed: **ADMINISTRATION**