



# MUFFLES COLLEGE

*Making Christian Education Meaningful*

P. O. Box 64, Orange Walk Town, Belize, C.A. TEL: 322-2033 or 322-0302 FAX: 322-0713 E-mail: mufflescollege@yahoo.com

## ADMISSION REQUIREMENTS AND PROCEDURES

**Muffles College** welcomes your application as a Standard VI student or secondary school transferee and will make every effort to assist you. The admission procedure includes the following:

### Application Procedures

- 1 Complete and submit to the Principal's Office your **Prospective Student Application & Recommendation** forms along with the **\$15.00 non-refundable Application Fee**. Please note that there is a **\$5.00 additional Late Fee** if the application form is not received on time.
- 2 Provide evidence of good conduct and satisfactory academic performance through letters of recommendations from the principal and Standard VI teacher of the appropriate primary school or English teacher of the appropriate secondary school (or primary school if applicable).
- 3 Submit **copies** of your **Standards IV, V, and VI report cards or cumulative grade record or transcript**. (All secondary school transferees must sit a Math & English Placement Exam.) Also submit a copy of your passport or birth certificate and a copy of your social security card.
- 4 Incomplete application forms **will not be considered**.
- 5 All prospective applicants must complete primary school and sit the **Belize Primary School Examination**.
- 6 Prospective students are accepted based on the number of spaces available in the freshman class, principal and teacher recommendations, satisfactory academic performance in Core Subjects, and BPSE score.

### Registration Procedures

7. **Letters of Acceptance** from the Principal's Office are sent to all qualifying students.
8. Prospective applicants who did not receive a **Letter of Acceptance** are placed on the College's freshman class waiting list and may be accepted if a space becomes available.
9. All prospective students and one of their parents/guardians must attend the College's official registration for the freshman class and meet with the Principal and/or the other administrators. Failure to do so will result in the prospective student forfeiting his/her space in the Freshman class.
10. All applicants and one of their parents/guardians must sign and submit to the Principal's Office the **Medical Release Form** and the **Internet Use Agreement Sign Sheet**.
11. Yearly fee is \$675.00.
12. Payment of \$375.00 toward school fee must be paid on or before registration day.
13. A copy of the official school book list will be provided upon registration.
14. All freshmen are required to enroll in the **Summer School Programme**. A fee of \$25.00 per week for 3 weeks should be paid on or before the first day of Summer School.
15. All freshmen are required to attend a pre-orientation day.
16. Work Scholarship Programme forms are available at the College's Office of the Vice Principal Academic Affairs for a limited number of low – income students who need financial aid.

# Student Application Form

(Put a check mark where applicable)

1.	<b>Date of Application</b>	Day: _____	Month: _____	Year: 20____
2.	<b>Name</b>	Surname _____	First Name (Given) _____	Second Name _____
3.	<b>Date of Birth</b>	Day/Month/Year _____	<b>Nationality:</b> _____	
			<b>Place of Birth:</b> _____	
4.	<b>Student's Social Security Number:</b> _____			
5.	<b>Religion (for statistical purposes)</b>	Roman Catholic: <input type="checkbox"/>	Hindu: <input type="checkbox"/>	
		Evangelical: <input type="checkbox"/>	State Other: _____	
		Adventist: <input type="checkbox"/>		
6.	<b>Gender</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
7.	<b>Address</b>	Street # _____	City/Town/Village _____	District _____
8.	<b>Telephone #</b>	Home _____	Mother: _____	Father: _____
			# of Parent's Workplace (if applicable) _____	
9.	<b>Primary/Secondary School Attended</b>	_____		Village/Town/City _____ District _____
10.	<b>Father</b>	Surname _____	First Name (Given) _____	Occupation _____
11.	<b>Mother</b> * if married mother <b>must</b> provide maiden name	Surname _____	First Name (Given) _____	Maiden Name _____
				Occupation _____
12.	<b>Both Parents alive</b> <input type="checkbox"/> <b>Father Deceased</b> <input type="checkbox"/> <b>Mother Deceased</b> <input type="checkbox"/>			
13.	<b>Financially Responsible</b>	<b>Both Parents</b>	<b>Father Only</b>	<b>Mother Only</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<b>Guardian</b>	<input type="checkbox"/>
14.	<b>Parent / Guardian's Email Address:</b> _____ @ _____			
<i>Fill in the following only if applicable.</i>				
15.	<b>Guardian</b>	Surname _____	First Name (Given) _____	Occupation _____
16.	<b>Guardian's Address</b> (If different from #6)	Street # _____	City/Town/Village _____	District _____
17.	<b>Guardian's Telephone #</b> (If different from #7)	Home _____	Work _____	



**Secondary School Transferees** – Please provide the following information:

Secondary School you were attending \_\_\_\_\_  
Name of school Village/Town/District

Class and Form you were in \_\_\_\_\_ Overall Grade Point Average \_\_\_\_\_

Area of Study: Business \_\_\_\_\_ Secretarial \_\_\_\_\_ Science \_\_\_\_\_

Vocational \_\_\_\_\_ Other \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been suspended/expelled from school? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify the reason:

\_\_\_\_\_  
 \_\_\_\_\_

**For Official Use Only by Muffles College**

(Initialed by office personnel) \_\_\_\_\_

BPSE SCORE Verified: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Birth Certificate Presented: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Name on Birth Certificate if it is different than the name provided in # 2

Name		
	Surname	First Name

Primary School Report Card Presented (Standards 4<sup>th</sup> to 6<sup>th</sup>): Yes: \_\_\_\_\_ No: \_\_\_\_\_

Conduct Reference Presented by: **Principal:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Teacher:** Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Person Processing the Application \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_  
Day/Month/Year

**For Official Use Only**

**Accepted:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Student #** \_\_\_\_\_

**Academic Probation:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Waiting List:** Yes \_\_\_\_\_ No \_\_\_\_\_