

**AFSS welcomes you to school. The rules and regulations are designed to make the student work and live in a serene, peaceful and well-ordered environment, conducive to learning.**

## **STUDENT'S HANDBOOK**

### **SCHOOL VISION**

To become the leading School that produces professionals and leaders whose academic and godly lights outshine others worldwide.

### **SCHOOL MISSION**

To employ the use of the best human and technological resources attainable to train our students the mix of high academic standard and righteousness through the knowledge of Christ to become world class professionals and leaders.

### **CORE VALUES**

The Core Values of AFSS is represented by the acronym -

### **GOSPEL.**

**G = God-fearing**

**O = Objectivity**

**S = Sincerity**

**P = Positivity**

**E = Excellence**

**L = Leadership**

The broad principles of the Apostolic Faith Secondary School become specific in the School Rules that are published in the Student

Handbook. These rules cover what is expected of students, their behaviour in and out of classroom and such issues as the use of school facilities, uniforms, attendance and other such issues directly relating to students.

On admission, parents, guardians, caregivers and students must agree to follow these school rules. Parents, guardians and caregivers will be involved at an early stage if a student does not follow the rules.

Students must maintain an acceptable standard of work, complete homework and assignments and attend school unless prevented by sickness or personal matters in the family.

An acceptance slip is attached at the end of this document to be completed by parents and returned to Principal.

## **Daily Routine**

### **Monday to Friday (Boarders)**

|                         |   |                                       |
|-------------------------|---|---------------------------------------|
| 5.00am                  | - | Wake up                               |
| 5.00-5.05am             | - | Quiet time /Devotional                |
| 5.05- 5.50 am           | - | Morning Duty/ Bath                    |
| 6.05-6.35               | - | Morning General prayer                |
| 6.40-7.00 am            | - | Breakfast                             |
| 7.20-7.50<br>& hostels) | - | Assembly (Inspection time: classes    |
| 8:00-8.40               | - | 1 <sup>st</sup> period                |
| 8.40-9.20               | - | 2 <sup>nd</sup> period                |
| 9.20-10:00              | - | 3 <sup>rd</sup> period                |
| 10.00-10.40             | - | 4 <sup>th</sup> period                |
| 10.40-11.20             | - | 5 <sup>th</sup> period                |
| 11.20-11.45             | - | Break                                 |
| 11.45 -12.25pm          | - | 6 <sup>th</sup> period                |
| 12.25-1.05              | - | 7 <sup>th</sup> period                |
| 1.05-1.45               | - | 8 <sup>th</sup> period                |
| 1;50 – 2:30             | - | Lunch                                 |
| 2.30-3:10               | - | 9 <sup>th</sup> period                |
| 3.10-3.50               | - | 10 <sup>th</sup> period               |
| 4:00-5.00               | - | Siesta                                |
| 5.00- 6:30 pm<br>& Sat) | - | Washing and recreation (Tues & fri    |
| 6:45-7.15pm             | - | Supper                                |
| 7.30-9.30pm             | - | Night prep                            |
| 9.30-10.00 pm           | - | Night prayers & Preparation for light |
| out                     |   | 10:00 pm -                            |
| Light-out               |   |                                       |

### **Saturday**

|                |   |                                        |
|----------------|---|----------------------------------------|
| 5.30am         | - | Wake up                                |
| 5.50am- 6.30am | - | Morning prayers/ Sunday school review  |
| 6.30-7.30am    | - | Sports Drill                           |
| 7.30-8.50am    | - | Cleaning and preparation for breakfast |

|                |   |                                   |
|----------------|---|-----------------------------------|
| 9.00-9.30am    | - | Breakfast                         |
| 10.00-12.00am  | - | Music Lesson/Prep                 |
| 12.00-2.00pm   | - | Prep/ Robotic Class/ skills class |
| 2.00-2.30pm    | - | Lunch                             |
| 2.30-4.30pm    | - | Siesta                            |
| 4.30-6.00pm    | - | Recreation                        |
| 6.30 -7.00pm   | - | Supper                            |
| 7.15 – 9.00 pm | - | Prep                              |
| 9.15pm         | - | Light out                         |

### **Sunday**

|                |   |                                        |
|----------------|---|----------------------------------------|
| 6.00 am        | - | Wake up                                |
| 6.00-7.00am    | - | Washing up and Bathing                 |
| 7.00-7.30am    | - | Prayers                                |
| 7: 30 - 8.10am | - | Breakfast                              |
| 8.10 -8.20 am  | - | movement of Elementary Class           |
| 8.15-8.20am    | - | Movement to (Church Chapel/Tabernacle) |
| **9.00-12.30pm | - | Sunday School and Devotional Service   |
| 1.00-1.30pm    | - | Lunch                                  |
| 1.30-4.15 pm   | - | Siesta                                 |
| 5.00-6.30pm    | - | Evening Service                        |
| 6.30-7.00pm    | - | Sunday school review/ prayers          |
| 7:00 – 7:30    | - | Supper                                 |
| 8.00-9.00pm    | - | preparation and light out              |
| 9.45pm         | - | Lights out                             |

## 1.0 **GENERAL RULES**

All Apostolic Faith Secondary School students must comply with these rules both within and outside the School vicinity

### 1.1 **Resumption (Boarder)**

1. The specified time for resumption from holiday, 12pm to 5pm, must be strictly adhered to.

Please note that only supper will be served on that day

2. No student should return to school on a Sundays.
3. However, an exception can be made. In case of flight delays, for instance, this should be communicated to the relevant school authority in time.
4. There is an approved list of hostel requirements (attached to this document) which students are expected to bring in at resumption, Visiting & Mid term.

### 1.2 **Attendance**

It is of paramount importance that every student be punctual and attend classes regularly in order to positively affect their academic growth and character formation.

1. Students must, in compliance with their timetables, attend school and lessons regularly.
2. Day Students must arrive latest by 7.20am and must be part of the morning activities (assembly inclusive).
3. a) Late-comers must contact the Vice Principal (Academic) for permission to attend classes.  
b) Defaulters will be punished after their parents/ guardians have been duly informed.

- c) Defaulters will be sent home after the third time.
- 4. Day students waiting to be picked or for lessons must stay in front of Parents reception center, still appropriate time.
- 5. Day students must not stay in the school premises later than 4.20 pm unless permitted to do so.
- 6. Day students must conduct themselves appropriately in line with the school's rules and regulations as good ambassadors of AFSS.
- 7. If a student (Boarder) can go home alone, the parents must notify the school authority with a written permit for security purposes.

### 1.3 **Absence from School**

Under normal conditions, no student should be absent from school except in any of the following instances:

- ❖ Illness
  - ❖ Death in the family
  - ❖ Transportation difficulties (Day Student)
  - ❖ Unfavorable weather conditions (Day Students)
  - ❖ Involvement in court case
  - ❖ Religious observance (and should not be regular)
1. The Principal's office should be notified by the parent before 9.00 am of that day.
  2. The parent of an absent student must give a duly-signed written excuse which must be presented to the class teacher when the student returns to school.

3. If any student is absent for more than three consecutive days on health grounds, a doctor's permit will be required by the school or a duly-signed and stamped letter from the parents' branch pastor or the assistant pastor.
4. No student may leave the school during the school day unless accompanied by a parent or guardian who must report to the Principal or the Vice-principals.
5. In case of a student's illness while in school, the student should report at the HCU from where the school management and the parents will be informed before being taken to the hospital.  
In case the parents of the sick student cannot be reached, such a student will be taken to the hospital, and treated and the concerned parents, surcharged.

#### **1.4 Attire and Appearance**

##### **1.4.1 Dress Code**

The AFSS uniform is a unique proof of identification.

All students are expected to wear this uniform with respect, pride and dignity. It is important that the appropriate dressing style be strictly adhered to.

##### **1.4.2 Approved School Uniforms**

1. The school uniform is the only approved attire during school hours.

The school uniform should not be worn after school hours.

- a) Items of the School Uniform (to be purchased from the school store).

- ❖ Blue trousers- for all boys. Note: no sagging
- ❖ White shirts- for both boys and girls and should be properly buttoned up and neatly tucked in.
- ❖ Pinafores and skirts- (for girls) must be three-quarters long. Girls' wear should not have slits.
- ❖ Ties should be properly knotted and fixed.
- ❖ Every students must have a least 2 pair of school uniforms
- ❖ Waist coat must be buttoned always

Uniforms must **not** be adjusted.

- ❖ Plain black belts-for boys
2. House wears (for boarders) must be worn during the week after school hours and on Saturdays.
  3. Approved Sportswear must be worn at the appropriate time during sports events, Girls wear sportswear with Pop socks
  4. Once you are out of junior school, you purchase a new set uniforms, church wear for senior school, because the rate of growth is evidence in their wears.
  5. Any alteration of any wears, will automatically be replaced.

#### **1.4.3 Footwear**

1. Black leather shoes, flat- or low-heeled for school and church with white stockings.
2. Canvas or trainers for sports events with black stockings(Pop socks for Girls).
3. Black Sandals with simple design should be used by boys and girls with house wear.

#### **1.4.4 Jewellery**

1. No earrings or wristbands are allowed.
2. Body tattoos and piercing is not allowed.
3. Only simple leather or rubber wristwatches are allowed.

#### **1.4.5 Hair**

The hair must be neat at all times.

1. Boys' hair must always be cut very short (skin) and they must be clean-shaven at all times.
2. Girls' hair must be plaited in a simple style. No perming, no use of attachment or plaiting of tiny hairstyles. The strands must not be more than 35.

#### **1.4.6 Nails**

Both boys and girls must maintain short nails at all times. No painting of nails or use of any nail gloss.

#### **1.4.7 Make-up**

All forms of make-up are prohibited. Only white face powder is allowed.

No wet gloss.

#### **1.4.8 wears outside office hours.**

We understand that every human have freedom of choice and we respect this assertion. But AFSS is an extension of the Church-our founder; and we believe in the same Bible. Therefore we do not expect any of our students past and present to come in into our facility with any type of dress outside that we have taught them during their studies here. These include wearing of trousers by

females, any form of transparent fabric, short, slit or miniskirts, low-necked or slit gowns and, including bum shorts.

**NOTE: Please note that all female parents or Ex-students are to dress moderately without exposing any part of the body whenever they visit the school.**

### 1.5 **Prep Periods**

1. Prep is compulsory for all boarders.
2. Students must maintain silence at all times.
3. Students must not move about or from class to class except in case of exigencies.
4. Students must be in house wear and black sandals.
5. Before Prep ensure you have visited the gent and taking enough water, movement won't be allowed.
6. Periods:
  - ❖ 7:30 pm - 9:30 pm - Monday to Friday.
  - ❖ 12pm – 2:00 pm - Prep Saturdays
  - ❖ Another time convenient as arranged with your house parents and school management

#### **Sundays**

No reading is allowed, if exigency sleep early and wake early at 12 am to read. Keep the Lords day holy

### 1.6 **Conduct/Behaviour**

AFSS students are in school for tutelage into leadership.

The school education is focused on an all-round development of the student that is intellectual, spiritual, moral and social.

Students are expected to comply with the school's principles as stated herein, both within and outside the school.

Any student who misbehaves in the streets or in public should expect disciplinary action to be taken against him/her.

From the foregoing, the following rules for good conduct must be adhered to by every student:

1. All members of staff, other students and oneself must be respected.
2. All school property and school uniform must be treated with respect.
3. Polite consideration must be shown for all members of the school community.
4. Students are to maintain silence in places and times designated for silence.
5. Chewing or gum is not allowed within the school and Church premises and even outside as long as the student is in school uniform.
6. Students are not allowed to stay within the school premises without supervision.
7. All students must leave the school premises once lessons are over.
8. No student should be found alone in the company of the opposite sex whether staff or student.
9. Any cut in the act of Gay or Lesbian is automatically expelled

#### 1.6.1 **Behaviour on School Premises**

- ❖ Students should be punctual for all lessons and activities: assemblies, prep, club, social, religious and sports events.
- ❖ Respect, courtesy and polite consideration must be shown in interactions with staff members and fellow students.
- ❖ Students must not be found in possession of anything that can be used as a weapon, or firearms, explosives, pornographic materials, alcoholic drinks and prohibited drugs in the school premises.
- ❖ Smoking and sniffing of harmful substances is not allowed.
- ❖ Gambling is prohibited.
- ❖ Use of profane or obscene language (either oral or written) should not be used in communicating with any staff or fellow student. Obscene gestures, signs, pictures or publications are also prohibited.
- ❖ Acts of vandalism like defacing, tearing, mutilation of students' notes and textbooks is prohibited.
- ❖ Writing, carving, making marks on surfaces, walls, desks, toilets or any surface within the school premises is not allowed. Damaging of school property in any form (libraries and laboratories inclusive) shall attract disciplinary action. Any student caught in any act of vandalism shall bear the cost of, the damaged school property.
- ❖ Students are required to always maintain clean environment with regards to the use of school facilities (libraries, laboratories, restrooms, hostels, classrooms, corridors, dining halls, and the surrounding of tuck shops) in order to present an enabling environment for learning.

- ❖ Students should avoid dropping litter around the school premises but they should pick up litter as they move around the school compound and use the litter bin provided for the purpose.
- ❖ Students should walk quietly around when change of lessons take them from laboratories to libraries or to classrooms and ensure appropriate rules for each room are strictly adhered to.
- ❖ No loitering on the corridors during lesson periods.
- ❖ Bullying and / or intimidation (both verbal and physical) is strictly prohibited. Whosoever is found guilty be severely punished and case refer to the disciplinary committee for further punishment
- ❖ Any form of discrimination or intolerance as a result of congenital abnormalities, race or inconsiderate jokes is strictly not allowed.
- ❖ Students should maintain silence as they move along corridors and keep to the right hand side.
- ❖ No visitor or parent is allowed in the classroom during school hours either to meet the ward or teachers except duly permitted by the Principal or Vice-principals.
- ❖ Sexually-related behavior like kissing, unnecessary closeness, hugging or sexual intercourse is strictly forbidden and the school has zero tolerance for any such behavior. First offender will face disciplinary committee, repeat of the act is expulsion.
- ❖ Sick students with prescribed drugs are expected to hand over such to the HCU officers on resumption.

- ❖ No student or member of staff should engage in the sale of contraband or Tuck shop items. Items should be purchased from the tuck shop.
- ❖ Cheating, stealing, telling of lies, forgery of students' results, impersonation and unethical behavior will be severely dealt with.
- ❖ No student should belong to any secret society or any such group or club.
- ❖ Students must not leave the school premises without permission from relevant authority.
- ❖ Students should not be involved in examination malpractice. Offenders will be made to lose all the marks on that subject. (score zero.) Also disciplinary panel.

#### 1.6.2 **Table Manners**

- ❖ Students must queue up when buying items at the Tuck shops for prompt service.
- ❖ Students must conduct themselves in a befitting manner during their break periods by sitting down to eat items bought from Tuck shop which must be consumed within the school compound. Edibles must not be taken into the hostels.
- ❖ Day students must eat their meals quietly during break and they must not share their food with any student.
- ❖ Plates and cutlery should be washed and returned to the appropriate place.
- ❖ Food items must not be removed from the dining hall or taken to the classroom or hostel, except approved.
- ❖ School compound must be kept clean at all times.

### **1.6.3 Behaviour Outside the School**

A student, as an ambassador of the school, must be of good behavior outside in order to represent the school well.

- ❖ Students must not associate with questionable character or visit places like clubs, video and snooker centres, as this may dent the good image of the school.
- ❖ Except when sent officially by the school, no student must attend any extra-curricular activity of another school using his/her school's name wrongfully. The concerned student shall entirely be blamed for any injury sustained from such bad association or places.

### **1.6.4 Lost and found items**

- ❖ The class teacher or hostel officer of the student must be duly informed immediately if a student loses items.
- ❖ The lost and found item must be taken to the class teacher or hostel officer in order to trace the owner and return the item.

### **1.6.5 Ex-Students Behaviour**

- ❖ Any Ex-Student coming to collect any document must dress modestly, without trouser (girls) nor pieces of jewelry.

### **1.6.6 Extra Skills Activities**

- ❖ All students are to attend Music school every Mondays and Saturdays.
- ❖ Tech skills are also available for all interested students.

### **1.6.7. Use of Phone**

- ❖ Day students that come to school with a phone must drop and register it in the security post, and take it after school, taking phone to class is highly prohibited and will be confiscated.
- ❖ Phones, iPad, ear pod, smart watches, etc. are prohibited.
- ❖ No boarder students must come to school with phone or any prohibited gargets.

## 2. **DISCIPLINARY GUIDELINES**

Violation of the rules stated above shall attract disciplinary sanction. Degree of the offence and the rate of occurrence shall be considered. The school authority reserves the right to deal with offenders squarely or invite parents if necessary, as all that happens in the school or hostel must first be reported to the school authority and not parents.

In a situation where the violation recurs, a heavier punishment will be meted out to the offender.

### 2.1 **Category A-Minor Offences**

- ❖ Late resumption at the beginning of term without permit
- ❖ Improper dressing with regards to uniform, Church and house wear (dirtiness) and footwear, use of make-up of any kind.
- ❖ Not being punctual to school activity
- ❖ Truancy relating to lessons and extra-curricular activity
- ❖ Selling of contraband items outside of the tuck shop
- ❖ Eating in the classroom during lessons

- ❖ Late submission of projects, assignments or avoidance of school work.

## 2.2 **Category B-Major Offences**

- ❖ Disrespectful behaviour to staff member.
- ❖ Cheating during exams (internal and external), stealing, forgery and dishonesty.
- ❖ Carrying or possession of firearms or other items/substance that can cause bodily harm.
- ❖ Immoral behaviour.
- ❖ Illegal possession or use of prohibited drug and harmful substance.
- ❖ Consumption of alcohol in the school premises or entering the school in a drunken state.
- ❖ Hooliganism and gambling or other such vices.
- ❖ Deliberate destruction of school property.
- ❖ Attacking staff members or disrespectful behavior towards staff members.
- ❖ Bullying, intimidation or threatening fellow students.
- ❖ Alteration, forging or tampering with any school document.
- ❖ Fighting during school hours and during extra-curricular activities.
- ❖ Setting fire to school property.
- ❖ Belonging to a secret cult.
- ❖ Recurrence of minor offences.
- ❖ Use of laptops inappropriately, other contraband, electronic gadgets, inappropriately, and Jewelry of any form.

### 2.3 **Disciplinary procedures and Penalty for Minor Offences**

- ❖ First offenders to be talked to and warned. Contrabands to be confiscated.
- ❖ Second-time offenders to serve three-day working suspension or more and their parents invited.

(Privileges such as prefect ship, tuck shop allowance, recreation and others such, may be withdrawn for the period)

- ❖ Persistent offenders will be treated as offenders of a major offence.

### 2.4 **Disciplinary Procedures and Penalty for Major Offences**

- ❖ Suspension and or expulsion depending on the gravity of the offence.

#### 2.4.1 **Specific Punitive Measures**

1. Late Resumption without approval: Student will be given one week working suspension.
2. Contrabands: First offender will have the item seized and confiscated. Persistent offender will serve one week working suspension.
3. Loitering, roaming about and noise making: Persistent offenders to clean the classrooms. Offenders will be detained for three days during tuck shop period.
4. Absenteeism: 6 stroke of the cane and one-day working suspension Persistent offender: three-day working suspension.

5. Assemblies (Avoiding or staying away from/ late coming):  
First offender: student to stay behind after school hours to clean classrooms / compound.  
Persistent offender to serve three-day working suspension.
6. Vandalism: Offenders will pay for the damages and repairs; thereafter serve three day working suspension with 8 stroke of the cane.
7. Sexually-related offences:  
The school has zero tolerance for the issue of boyfriend/girlfriend and any set of students engaged in sexual intercourse will face expulsion.
8. Personal hygiene: Students who appear dirty will be taken to the hostel or send back home if Day student. Hostel parents will be invited to pick the students for attention, if lazy, they will receive 4 stroke of the cane  
Persistent offender will have their parents informed and subsequently suspended for three days.
9. Failure to clean bed space/or lay bed: Offenders will lay other beds for three days Persistent offenders will have privileges withdrawn and also lay beds for one week with 6 stroke of the cane.
10. Students must not be found in possession of make-up items, wrist band, etc. Such items will be confiscated and destroyed and the offender ask to wash plates for three days.

11. Punitive measures for various offences will include announcement at the assembly, strokes of the cane, detention, working suspension and suspension from school.  
Persistent offenders will be expelled from the school
12. Setting fire to school property: Offenders will be given immediate expulsion and will pay for the damage before expulsion.
13. Destruction of school property: Offenders to be surcharged for repairs and replacement, Persistent offenders will be expelled.
14. Immediate expulsion from the school.  
Abettors will also be expelled. (See item 1.6 no 9, 2.4.1 No 7 and 2.2 Nos 1 & 2)  
Sexually-related offences:  
The school has zero tolerance for the issue of boyfriend/girlfriend and any set of engaged in sexual intercourse will be expulsion others form sexually offences will range from various punishment to suspension.
15. Contrabands: first time offenders will have the items seized and returned to their parents with a warning letter.  
Cash seized will be forfeited to the school.  
Persistent offenders will serve a three day working suspension.  
In addition, privileges may be withdrawn. Offender may not be allowed to represent the school anywhere.
16. Items purchased outside of or apart from inside the tuck shop will be seized; both the buyers and the sellers will serve a two-

day working suspension. Persistent offenders will serve minimum of two weeks working suspension.

17.Members of staff involved will face disciplinary action.

18.Forgery: (Related to students' tellers and school result)

Offenders will be expelled.

19.Forging of other students' notes and study documents will attract three-day working suspension.

20.Cultism: Offenders will be expelled and their names pasted on the school's notice board and circulated to all parents.

21.Weapons: Offenders will be expelled.

22.Possession of fireworks and fire crackers: Offenders will serve two weeks suspension.

23.Internal examination malpractice: Offenders will score zero in the examination and a warning letter will be sent to offender's parents. In addition, offenders receive some stroke of the cane and will serve two weeks working suspension.

24.Engaging in examination malpractice during external examination will attract immediate expulsion from hostel.

### **CONTRABAND**

The following constitute contraband in the school:

- a) Lip gloss, colored face powders, wrist bands, bangles, lip stick, nail polish/hardener, ear rings, colorful hair bands, hair clips, big hairpins.
- b) Food items (cooked or raw) and alcoholic drinks.
- c) MP players (3 and 4), phones, pressing irons, I-Pads, Ring boilers, heaters, hot plates, etc.

- d) Cash in any currency must not be found with any boarder).
- e) No pets (live animals)
- f) Short and, tight wears and short sleeve (church wear, house wears and uniforms).
- g) Hair relaxers, sporting waves for hair, or any chemical that changes hair texture.
- h) Glass bottle in any form is not allowed in the school, rollon, creams, perfume, etc.

All contrabands once confiscated are forfeited and are not liable for collection by the owner

## **Hostel Requirements**

1. Church wear with jacket 2 sets (Hat for girls)
2. Night wears 2
3. Blanket 1
4. Towel 1
5. White bed sheets with pillow cases 2
6. Deep blue bed sheets with pillow cases 2
7. Raincoat/ Umbrella 1
8. Box with lock 1
9. Pad locks with keys 2
10. Slippers 1 pair
11. Sandal 1 pair (black)
12. Canvas shoes 1 pair
13. Skipping rope 1
14. Pants 6
15. White underwear 2
16. Black underwear 2
17. Handkerchiefs 6
18. Face towel 2
19. Dusting cloth 1
20. Vests 3
21. Soap dish/toilet and washing soap/tooth brush and paste/shoe cleaning materials/ comb, brush/Body cream, hair cream/scabbing brush/broom.
22. Toilet roll 6

23. Aluminium Cup 1
24. Cutlery Set 1
25. Scarves 2 (small) (Girls only)
26. Hangers 6
27. Pegs/Clothes clip 12
28. Rechargeable lantern/ torchlight 1
29. Insecticides 2
30. Air freshener 1
31. Bowl for washing clothes 1
32. Bucket 1
33. White stockings 3 pairs
34. Black stockings 1 pair
35. House wears 3
36. Shoes (black) 2 pairs
37. School cardigan 1
38. School uniform 2 sets with tie 1
39. Cover cloth 1
40. Boxers 3 (Boys only)
41. Sports wear 1 set
42. Pop Sock 4pairs for girls

NB: All boarders are to embroider their names on all their dresses/ items. Identification marks must be on their belongings.

### **House wears (Girls)**

3 Gowns of check materials with  $\frac{3}{4}$  sleeves, zip at the back, round neck, three quarter

length.

Dresses should not have low necks, slits and should not be tight.

**House wears (Boys)**

3 Shirts of check materials with short sleeves and buttons down.

Houses colour.

3 Trousers is chocolate colour, not tight or baggy, not tapered.

***Wish you a fruitful and successful stay in AFSS.***

**Acceptance Slip On Students' Handbook**

I,....., have read  
the content of this document and hereby accept every part of it  
and if found wanting in any aspect, I will be ready to accept  
responsibility to face any sanctions or consequence(s) arising  
from my inability to conform to any part of it.

Full name of the student:.....

Signature with date:.....

Witnesses:

a) Father (full names):.....

Signature and date:.....

b) Mother (full names):.....

Signature and date:.....

Official Remark:

.....  
.....

Name of Officer:.....Sign/date.....