



CONDITIONS FOR REGISTRATION

(Information form for the school year 2022-2023)

La Retraite Catholic Bilingual School is a private catholic mission school of the Archdiocese of Yaounde. It is opened to both boys and girls of school age and from all backgrounds willing to acquire basic knowledge for their integral human training.

I- REGISTRATION OF STUDENTS

For successful candidates in the common entrance and other private entrance examinations, registration will begin four (4) days after the results and go on to twenty (20) opening days.

Enrolment of students other than those of form one is through a competitive entrance examination only. In general, successful candidates in these examinations have fourteen (14) days at most to enrol. After this period they will inevitably lose their places. NEEDLESS TO INSIST.

1.1 Registration procedure

Registration forms and the receipt for payment of the school fees bearing clearly the date and the seal of the school are only obtained from the service in charge of registration. It is validated after the payment of school fees at the bank and the handing back of the registration form and the receipt for payment (the original and its two photocopies to the registration service). In addition, 15,000 Cfa francs for each student will be paid at the cashier's during the registration, as the student's contribution to the building of our school sport complex.

NB. Parents must keep with them a photocopy of receipt for the payment of the school fees in case of control.

MODALITIES FOR REGISTRATION AND PAYMENT OF SCHOOL FEES

LEVELS	FORM ONE	FORM TWO	FORM THREE	FORM FOUR	Deadline
INSTALMENTS					
1 st Instalment	130 000	130 000	130 000	130 000	At the registration
2 nd Instalment	50 000	50 000	50 000	50 000	28/10/2022
3 rd Instalment	50 000	50 000	50 000	50 000	30/11/2022
Total	230 000	230 000	230 000	230 000	

No moratoria will be accepted at the registration which will take place from 20th June to 29th July 2022 by 12:00am. La Retraite Catholic Bilingual College is not accountable for the unduly amount of money paid at the bank.

The first instalment of the school fees gives no right to reimbursement even partial in case of resignation of the student whatever the reason.

All the payments of school fees and other due contributions should exclusively be made into our bank account at the Banque Atlantique. As regards remedial course fees they will be paid exclusively into the school cash desk which will give you a formal receipt.

N.B: At the end of the first sequence, all the students whose performance is below the average required (*see Article 28 of the Student's School guide*) will be automatically submitted to compulsory remedial courses which amount to 30,000Fca a term.

RESUMING OF THE ACADEMIC YEAR 2022/2023

The 2022/2023 academic year shall resume on the following dates.

- On Monday 29th August 2022 for the administration staff at 07:30.
- On Wednesday 31 August 2022 for the teaching staff at 07:30.
- On Monday 5th September 2022 at 07:30 for the students.

All the students who are officially registered must be present in school On Monday 5th September 2022 at 07:30 in uniform. The unique pattern on sale must be obtained at the catholic mission services (**Procure des missions**) behind the Cathedral. Contrasting colours and odd nameplates won't be tolerated. We will be very strict about punctuality.

II- - DRESSING CODE

School uniforms

Two formal uniforms are compulsory for all the students.

When it is cold, we will only allow in students with our formal pullover to be bought at the Catholic mission store (**Procure des missions**) of the archdiocese of Yaounde behind the Cathedral. Worn-out and poorly made school uniforms are forbidden and badly dressed students will be either punished or sent back home.

The girl's uniform should reach the calves and be well-hemmed. It won't be tightened either up or down. Girls must have low-cut hair or six (06) to ten (10) braids that go from the front head to the neck without any zigzags or other designs.

Students must stitch their names and forms clearly and legibly, following the order of the birth certificate, with white thread on the upper left pocket of their uniforms or pullovers.

III- SPORTS WEARS

Sports wears comprise a pair of shorts, a pair of trainers and socks. Colours vary from level to level. You will find these colours from the book list of each level. Advertising outfits are strictly forbidden.

Physical education constitutes an integral part of the school life and teachings. All the students, without exception must take part in its lessons. Being intentionally absent is a breach of our internal regulations. Students who are exempt from physical education must also attend the lessons and be dressed in their sports wears like the able-bodied students.

IV- SCHOOL NEEDS

School needs will be required as soon as school resumes. The book lists are available in our services. A two-hundred page folder to assort all the class and harmonised tests is needed for all the students. We urge all the parents to provide their kids with not only a schoolbag, but all that they need for their studies as well.

The total amount of money a student should have with them in the school yard mustn't exceed 3,000 francs cfa under any circumstances. Each student is responsible for their school equipment.

V- SPIRITUAL LIFE

College de la Retraite has a chaplaincy which organises and implements pastoral activities within the school campus. The chaplaincy schedules masses, confessions, prayers, spiritual counselling, benedictions and prepares students for sacraments. The participation in different religious activities organised by the school hierarchy is obligatory for all the members of the educational community of La Retraite Catholic Bilingual College. Our chaplaincy organises masses every morning.

Students who have not yet received the sacrament of Christian initiation can be guided in their life of faith. Those of other religious denominations must indicate it when being registered.

Issued in Yaounde on the _____

The Principal

