1. Principal’s College is accredited by National Accreditation Board, recognized by Ministry of Education, Ghana and Affiliated to Cambridge Int. College(CIC) -UK & University of Sunderland-UK PC is a tuition and examination center for the University Department of CIC.

2. COURSES HAVE A VOCATIONAL AND PROFESSIONAL EMPHASIS AND ARE PROGRESSIVELY STRUCTURED. Courses are carefully chosen to enable students to progress through from a diploma to Masters Programme as evidence of their achievement.

3. TEXT BOOKS /OR STUDY MANUALS written by CIC lecturers provide useful study references to students attending the relevant course

4. YOU CAN STUDY IN A TRULY PROFESSIONAL COLLEGE in a serene environment, for sound teaching and studying.

5. PROFESSIONAL, FRIENDLY, EXPERIENCE AND CARING STAFF able to help students with Academic, Professional and Personal matters are always available.

6. EXCELLENT LEARNING AND SUPPORT FACILITIES are provided in a self contained building. Well equipped classrooms, students cafeteria, computer laboratory in order to meet most students needs

A WARM WELCOME FROM ALL STAFF OF PC

COURSES INCLUDE

<table>
<thead>
<tr>
<th>DIPLOMA/HND PROGRAMMES</th>
<th>MASTER OF BUSINESS ADMINISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Business Management &amp; Admin.</td>
<td>• Health &amp; Safety</td>
</tr>
<tr>
<td>• Hotel Operations &amp; Management</td>
<td>• International Business &amp; Trade</td>
</tr>
<tr>
<td>• Sales &amp; Marketing Management</td>
<td>• Administrative Management</td>
</tr>
<tr>
<td>• Shipping &amp; transport Management</td>
<td>• Management &amp; Administration</td>
</tr>
<tr>
<td>• Tourism &amp; Travel Agency Mgt.</td>
<td>• Human Resource Management</td>
</tr>
<tr>
<td>• Logistics Management</td>
<td>• Office Management</td>
</tr>
<tr>
<td>• Professional English</td>
<td>• Insurance Practice &amp; Principles</td>
</tr>
<tr>
<td>• Credit Control &amp; Management</td>
<td>• Project Management</td>
</tr>
<tr>
<td>• Business Accounting &amp; Finance</td>
<td>• Business Economics &amp; Commerce</td>
</tr>
</tbody>
</table>

Specialization

• Marketing Management
• Human Resource Management
• Financial Management
• Hospitality Management
• Project Management
• Strategic Management
• Organizational Management
• Logistics Management
APPLICATION FORM  
(Please Return this Form to the PC Admission Office) 
Complete this Form in Block/Capital Letters with a Pen

FAMILY/SURNAME:..............................................................................................................................................................................

OTHER NAME(S):...................................................................................................................................................................................

ADDRESS FOR CORRESPONDENCE:....................................................................................................................................................... 

PERMANENT ADDRESS:...........................................................................................................................................................................

TELEPHONE:.........................................................................................................................................................................................

FAX NO..............................................................................................................................................................................................

E-MAIL:..............................................................................................................................................................................................

DATE OF BIRTH:....................................................................................................................................................................................

NATIONALITY:.....................................................................................................................................................................................

PROPOSED PERIOD OF STUDY: FROM...................................................................................................................................................

TO:.............................................................................................................................................................................................................

SPONSORS/PARENT/GUARDIAN NAME & ADDRESS:......................................................................................................................

COURSE OF STUDY:.............................................................................................................................................................................

A. ACADEMIC INFORMATION

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>NAME</th>
<th>ADDRESS</th>
<th>QUALIFICATION</th>
<th>PERIOD OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECONDARY</td>
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<td>HIGHER INST.</td>
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<td>OTHER INST.</td>
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</tbody>
</table>

B. PROFESSIONAL INFORMATION/WORK EXPERIENCE. APPLICANT ONLY

<table>
<thead>
<tr>
<th>NAME OF COMPANY</th>
<th>PERIOD OF EMPLOYMENT</th>
<th>DESIGNATION</th>
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</thead>
</table>

Reasons for choice of study:............................................................................................................................................................

DECLARATION:
I hereby apply for admission to the Principal’s College having completed this form myself and understood the conditions of Admission a detailed overleaf.

Signature of Applicant:........................................................................................................................................................................

Date:.........................................................................................................................................................................................
APPLICANTS SHOULD READ THE FOLLOWING CONDITIONS OF ADMISSION BEFORE COMPLETING THE APPLICATION FORM.

1. The applicant must pay non-refundable deposit of the tuition fee upon receipt of the admission letter. The admissions office will provide further information. Cheque/draft meant for payment must be written in the name of the college.

2. The balance of the tuition fee is to be paid before the end of the first semester.

3. It should be noted that fees paid to the college is not refundable.

4. Students who arrived latter for their intended course must nevertheless pay the full fee for the course.

5. In the event of closure of the college through an “Act of God” war or political or industrial unrest which may cause temporary cessation of class schedules, PC will endeavour to ensure that students recommence studies.

6. False information on the application form may render the student liable of dismissal.

7. Each course or part therefore ends not latter than the commencement of examination.

8. PC reserves the right to change centres within the cities.

9. The above conditions will be subject to interpretation and operational law and it is subject to amendment necessary by PC MANAGEMENT.

10. Students reserve the right to defer their course of study for not more than a year and half, after which management may decide to terminate admission of the said student.

11. PC properties are privately owned and any damage caused by a student is subject to replacement/repairs.
ADVICE AND ADDITIONAL INFORMATION
FOR THE POTENTIAL STUDENTS

1. Read carefully the conditions of admission overleaf

2. Enclose with your completed Application form, a copy of any previous qualification you may have and two recent passport size photos

3. Once we have receive your application form, we will send or give you a letter of admission after due processing of the application form.

4. In order to make and maintain the motto of our college (i.e. efficiency our bond) all forms of students’ misbehavior will not be tolerated: PC reserves the right to suspend, dismiss and hand over students to the law enforcement agency.

5. Due to the heavy schedule of the lecture periods, students will periodically engaged in sporting activities and other celebrations and entertainment on campus.

6. The college management will periodically organize educational trips to various areas, organizations, companies etc.

7. Students will be having periodic seminars, conferences etc. to enhance effective studies.

9. Be assured of nice facilities including hostel and exciting studies.

• Location: North Kaneshie Last Stop, Famada Road, Accra P.O. BOX MS 513, MILE 7 • TEL: 0277534349/0548308965 • E-mail: info@principalscollege.edu.gh