



**LIST OF ALL INSTITUTIONS ATTENDED & CERTIFICATES OBTAINED WITH DATES**

NO	INSTITUTION	COURSE OF STUDY	PERIOD OF STUDY		CERTIFICATE OBTAINED
			FROM	TO	

**OTHER PREVIOUS/CURRENT STUDIES NOT LISTED ABOVE**

Previous/Ongoing Studies: Please indicate Degree/Professional Level/or Equivalent

Number of study years prior to this application: Please indicate School.

Have you studied or attempted a Busy Executives Academic Programs [BEAAP] before? Yes  No

If Yes, when? At which institution?

**NB:** The above claims should be accompanied with verifiable Transcript of records of previous and current higher education study. Details not known at the time of application should be provided at a later stage.

Reason for applying to HELP Busy Executives Academic Programs [BEAP].

Academic Upgrade or Professional Development  or Both

**LANGUAGE COMPETENCE**

LANGUAGES	VERY PROFICIENT		AVERAGE		NON PROFICIENT	
	YES	NO	YES	NO	YES	NO
ENGLISH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRENCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANY OTHER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**WORK EXPERIENCE RELATED TO CURRENT STUDY (if relevant)**

CURRENT WORK/DESIGNATION	FIRM/ORGANISATION	DATES	COUNTRY

**STUDY SPONSORSHIP DETAILS:**

SELF:  MY ORGANISATION:  OTHERS: (Specify Please)

## ADMISSION REQUIREMENTS

Application form and Eligibility form

WAEC, NECO, NABTEB etc [Five [5] O' Level credit including English & Maths]

Birth Certificate/Age Declaration

Local Govt indigent attestation

Verifiable Means of Identity: National ID

Scan copy of international passport Data page

Transfer students are to submit the above in addition with transcripts of completed programs

## SCHOOL FEES STRUCTURE FOR THE 2020/2021

All student applicants are to discuss and obtain official print outs specifying spread of their school tuition and other sundry fees.

**NB:** All fees and other sundry charges associated with any program must be paid alongside the tuition fees. While installment payment is allowed, the payment categories include per semester basis, per session basis and onetime payment can be structured to apply.

Also, interested student applicants are to discuss their specific interest and financial implications for Executive Program Short Residency separately.

### Refund Policy:

## PLEASE NOTE ALL FEES PAID ARE NON-REFUNDABLE

Applicants are hereby advised to carefully read and understand the program structure and its accreditation policy and how it fit to their specific area of interest and convenience before applying

### HELP Bank Details:

Higher Education Leadership and Policy Project [HELP]

**Bank Name:** UBA

**Account No:** 1020497500

**NB:** All payment confirmation should be directed to the office for administrative reconciliation [instalment payment is allowed]

## REFEREE DETAILS:

FULL NAMES:

OCCUPATION:

CONTACT ADDRESS:

TELEPHONE NO.

EMAIL ADDRESS:

STATEMENT OF STUDENT SUITABILITY/FITNESS FOR THE PROGRAM:

## SIGNATURE SECTION:

The statements and information furnished by the undersigned in this application form are true and complete.  
**My signature certifies that we have read and agree with the above statements.**

SIGNATURE OF STUDENT:

SIGNATURE OF REFEREE:

**SENDING INSTITUTION**

Name and full address:

**HIGHER EDUCATION LEADERSHIP AND POLICY PROJECT [HELP]**

**Busy Executives and Adults Academic Programs [BEAAP]**

[Full time/Online/Distance/Short Residency Learning]

P. O. Box 12355, Area 10, Garki, Abuja

**OFFICIAL:**

**RECEIVING INSTITUTION**

**AFRICAN INSTITUTE OF SCIENCE ADMINISTRATION AND COMMERCIAL STUDIES [IAEC],  
REPUBLIC OF TOGO**

IAEC hereby acknowledge receipt of the application & candidate's eligibility including supporting credentials and Transcripts.

The above-mentioned student is provisionally accepted at our institution

not accepted at our institution

**Departmental program coordinator's signature**

**Institutional program coordinator's signature**

**DATE:**

**DATE:**



## SUPPLEMENTARY DETAILS

*These details do not form any part of your application/decision process. However, we are unable to make a final offer to you without this information.*

HAVE YOU STUDIED IN HIGHER EDUCATION BEFORE?\* YES  NO

NAME OF INSTITUTION:

COUNTRY OF INSTITUTION:

DO YOU HAVE A DISABILITY?\* YES  NO

DO YOU HAVE A RELEVANT CRIMINAL CONVICTION?\* YES  NO

*Please list attached Documents*

## DECLARATION

**I certify to the best of my knowledge and belief that the above information is correct. I understand that a false declaration could lead to my withdrawal from the program. I confirm that I have read and understood the terms and condition guiding the program application and I consent to HELP to use my personal data on this eligibility form other data obtained from me for the processing of my eligibility for the program.**

FULL NAMES:

SIGNATURE:

DATE: