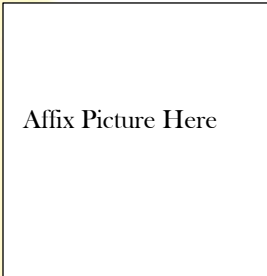




# INSTITUTE REGISTRATION FORM

No. .... Student ID MBA /2020/JAN/



**LOCATION:** No. 65 Cassava Street, Off Adenta Aviation Road.  
New Adenta, Accra –Ghana.

**Ghana Post Address:** GD0688168

**ADDRESS:** Box OS 1516, Osu, Accra-Ghana, W-Africa

**TEL:** +233 (0) 548-509-688 / (0) 278-866-883

**EMAIL:** [mbamode.ta@gmail.com](mailto:mbamode.ta@gmail.com)

[info@mbamode.com](mailto:info@mbamode.com)

**WEBSITE:** [www.mbamode.com](http://www.mbamode.com)

**THIS FORM MUST BE COMPLETED IN BLUE OR BLACK INK (Underline/Tick where appropriate)**

**COURSE DURATION:** 12 months / 6 months / 3 months / 6 weeks

**TRAINING SCHEDULE:** Full Time / Part Time: \* Morning Shift / \* Evening Shift / \*Weekends

## PERSONAL INFORMATION

First Name(s)..... Surname..... Gender Male / Female

Marital Status: Single / Married / Divorced

Date of birth / DD / MM / YR/

Place of birth: .....

Nationality: .....

Religion: .....

Address: .....

Telephone Number: ..... Email Address.....

Occupation (If Any): ..... Place of work.....Location.....

**Next of kin (Person to contact in case of emergency)**

Name: ..... Tel. Number: .....

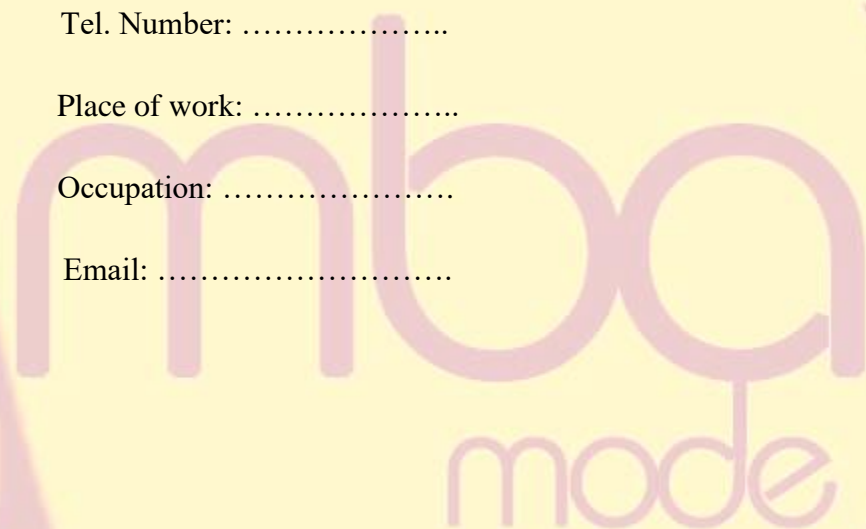
Address: ..... Place of work: .....

Location: ..... Occupation: .....

Relationship to you: ..... Email: .....

**Available regular courses**

1. Dressmaking
2. Tailoring
  - Pattern Drafting
  - Garment Construction
  - Draping
3. Fashion Illustration
4. Computer Aided Design (CAD)
5. Entrepreneurship









**DECLARATION BY THE APPLICANT**

- (i) I declare that the particulars given above are correct to the best of my knowledge and belief.
- (ii) I solemnly affirm to agree and abide by the rules, regulations and standards of MBA Mode & Institute.

**DECLARATION BY PARENT / GUARDIAN / SPONSOR (*Underline as appropriate*)**

I ..... give permission on behalf of.....  
.....to be admitted to MBA Mode Institute. I acknowledge that I have read, understood and agree to all the rules, regulations and standards established herein.

.....  
(Signature of Applicant)

.....  
(Signature of Parent / Guardian / Sponsor)

Date :.....

Date :.....

**(OFFICIAL USE ONLY)**

Notes.....  
.....  
.....

## Application Components

- Application form
- Passport photo
- Examination results / Certificates
- Essay

## Deposit Details

- Bank : ADB BANK
- Account Name: MBA MODE
- Account Number : 1041010125894701
- Bank Branch : ADB - TESHIE

## AGREEMENT

This agreement binds the parties together enjoining them to adhere to the terms herein. The parties involved are:

- (i) The beneficiary herein referred to as student.
- (ii) MBA Mode Institute herein called Institute.

The terms of agreement between the above-mentioned parties are stipulated as follows.

1. The student is entitled to a comprehensive tuition commensurate with her fees. (Tuition here refers to adequate training in fashion and marketing strategies to survive in the fashion world).
2. The student is responsible for the payment of the application form, total fees, course work and the total cost involved in the graduation.
3. The student is required to approach her studies with all seriousness and is expected to exhibit high moral standards, codes and ethics of the school, which include **grooming and appearance, Chastity, decorous language, respect for authority and fellow students, demeanor**; and many other qualities that the school holds dear.

4. Each student is entitled to full benefit of and access to machines, facilities, accessories and learning aids (if permissible) within the speculated time allocated for training as long as they adhere to all the rules and regulations, written or verbal.
5. The Institute reserves the right to update the sponsor /parent/guardian on the progress of the student
6. The Institute reserves the right to curtail or terminate sponsorship, training and any other Privileges if a student fails or refuses to adhere to the rules and regulations and the terms of this agreement.
7. Students are to note the following:
  - (i) Class begins at 9:00am prompt and ends at 1:00pm (6:00pm -9:00pm Evening session) and (10am – 5pm) on Saturdays
  - (ii) Students are responsible for keeping the premises tidy before, during and after class hours.
  - (iii) Facilities of the school are meant for course work only and not for personal use.
  - (iv) Children are not allowed in the school premises.
  - (v) Initial course materials will be provided by the school.
  - (vi) Fees are to be paid in full within 3 months of admission.
  - (vii) Prescribed outfits are to be worn by students on specified days.
8. Students are to embark on a 3 months compulsory internship program with any fashion institution or business of choice. Date for internship would be communicated to students.
9. The Institute will continue to mentor graduates till the Institute's vision is accomplished.

**NOTE: MBA MODE IS NOT AFFILIATED TO ANY RELIGIOUS SECT.**

## **MBA MODE PROSPECTUS**

**APPLICATION FORMS: GH¢ 50.00**

**FEES: GH¢3,500.00**

**PRACTICALS:** Fabrics and accessories for practical will be provided by the student.

**GRADUATION FEES:** Will be communicated to students/sponsors during the 2<sup>ND</sup> trimester.

\*fees can be paid in a maximum of 3 installments

\*students will be tried and tested in the first 2 months. Failure to meet the standard in the learning process will result in abrogation of contract.

### **MATERIALS LIST FOR TRAINING**

- 1 Measuring tape
- 2 Pins / pin cushion
- 2 Industrial Machine needles (DB 14, DB 16) /industrial knitting needle 14/16
- 2 Industrial Bobbins
- 1 Industrial Bobbin Case
- 3 Knitting Thread (1 black, 1 white, 1 coloured)
- 1 Rotary cutter
- 3 Scissors (1Big, 1 Medium and 1 small)
- 1 Yard stick / straight rule
- 1 Tailors chalk (Box)
- 1 Tracing paper (A4 Size)
- Brown paper
- 1 Thimble
- 1 Tracing wheel
- 1 Seam ripper
- Threads (10 Assorted)
- 1 Sketch book
- 1 Poster colors (Six Colors)
- Color pencils (1 set)

Paint brushes (1 set)  
30 yards of poplin / gray baft  
Fabric lining 10 yards  
1 Masquin tape  
Portfolio for Illustrations (30/40 leaflets), (10/20 leaflets)

**THE FOLLOWING MATERIALS WILL BE PROVIDED BY THE INSTITUTE**

French curves, Pen, Pencil, Note books, Specimen Album, School Lacoste.

\*Other supplies - Students will be advised as and when to purchase them

\*Fabrics - list will be provided for different types of fabrics to be used for course work and graduation project.

**MBA MODE CRITERIA FOR ENROLLING STUDENTS**

- ❖ Minimum age is set at 17 years
- ❖ Have completed at least Junior High School
- ❖ Be able to express oneself in English
- ❖ Be willing to learn the English language (where there are exceptional students)
- ❖ Have basic writing skills in English
- ❖ Have the desire and willingness to study the course (Having the passion for fashion)
- ❖ Have specific goals and objectives during and after the training (leading to Self Reliance)
- ❖ Stay healthy by practicing good personal hygiene and good exercise.
- ❖ Be able to use own imaginations and turn them into skills while under training.
- ❖ Have the desire to be an entrepreneur and self-employed