



STUDENT HANDBOOK



AFRA K
FASHION SCHOOL
LEARN.PRACTICE.BECOME



ABOUT AFRA K FASHION SCHOOL

Afra K Fashion School is a private fashion school that focuses on training a generation of ethical fashion entrepreneurs. The Institute is registered with the Registrar General's Department of Ghana and Council for Technical and Vocational Training (COTVET). We offer certificate course in fashion design.

Afra K Fashion School is committed to training and developing the next generation of ethical fashion entrepreneurs through a strong critical and analytical thinking curriculum enhanced with practical application in the arts environment.

Afra K Fashion School believes Ghana is a strategic destination for global business. Thus, there is the need to prepare and equip locally trained, successful and globally competent leaders who will work in and manage industries successfully.



VISION

Afra K Fashion School's vision is to educate a generation of ethical fashion entrepreneurs and excellent leaders who are committed to the application of knowledge for the transformation of the global society.

MISSION

Afra K Fashion School's mission is to inspire and train a new generation of ethical fashion entrepreneurs especially the youth to acquire entrepreneurial and vocational skills to stimulate job creation.

VALUES AND PHILOSOPHY

OUR CORE VALUES

Learning

We believe learning is one of the foremost needs of a human being hence the decision to choose "learning" as one of our core values. As an Institution of higher learning, we are committed to raising a generation of incorruptible, ethical and values-based individuals who will take up positions of responsibility and exert positive influence in Ghana and the world. We are committed to training the next generation of ethical, innovative, creative and critical thinking fashion entrepreneurs who possess the capacity to identify existing opportunities, challenges and problems in our society as well as providing long lasting solutions to the numerous problems and challenges our society is confronted with and equally take advantage of the enormous opportunities at their disposal.

Practice

Afra K Fashion School believes in strengthening the endurance capacity of systems and processes in Ghana and the world. As an Institution, we believe in excellence, personal development with much emphasis on financial growth and entrepreneurial abilities. As a result, we endeavor to create conducive environment and avenues for our students to apply the knowledge and enhance their success when they step into the real world. We are focused on training leaders that will positively and ethically change and enhance Ghana and the world as a whole. We do this by providing exemplary leadership and creating opportunities for our students to demonstrate their leadership skills through practical hands-on experiences and approaches.

Become

Our focus and emphasis on excellence cannot be overemphasized since excellence embodies everything we do at Afra K Fashion School. Our definition of “Become” is to demand more of ourselves even after we have met our targets with utmost effectiveness and efficiency. As an Institution with an emphasis on training excellent leaders and entrepreneurs, we do not condone mediocrity. Academic and professional distinction, superiority and supremacy are the highest points we expect from our staff and faculty and envision for our graduates. As our core value we endeavor to train outstanding human resource for today and tomorrow’s industries as well as entrepreneurs with the relevant skills for lifelong success. Our students have an unwavering quest for working towards excellence. Our faculty and staff aspire for nothing below

OUR PHILOSOPHY

Excellence & Professionalism

At Afra K Fashion School. We believe excellence and professionalism is the hallmark of an institution that seeks to empower existing and emerging generations of leaders. Thus, we strive to achieve this goal through our training, teaching and learning, conferences, relationships and ultimately in our graduates. We believe excellence and professionalism are found in an intentional pursuit of high quality, attention to detail, outstanding customer service, willingness to learn from our mistakes, respect for individuals, our community and society in general. We strive to incorporate these qualities in our everyday interactions with our students, faculty and staff.

HOW TO APPLY

Applicants for entry into the program must have completed SHS and/or be a mature student who has any of the following certification:

WASSCE

SSSCE

ADMISSION

An applicant offered admission is required to begin studies within the particular academic year to which he/she has been admitted.

An applicant offered admission can commence their study at the beginning of the next academic year after deferment. Otherwise, an applicant must re-apply for admission.

PROGRAMMES OFFERED | DURATION

Fashion Design Training - 1 YEAR

Modules

Digital Fashion Illustration - 3 MONTHS

Fashion Design Training - 3/6 MONTHS

Admission Offences:

Producing a falsified or fraudulent academic record (transcripts, certificates, examination results, etc.) or aiding another individual to produce such materials for the purpose of gaining admission to Afra K Fashion School.

Misrepresenting or assisting another individual to misrepresent his or her academic status or eligibility for admission.

A student who is found to have committed any of the above offenses shall be expelled from Afra K Fashion School and any appropriate legal action may be taken.

REGISTRATION FOR ACADEMIC WORK

1. All students, including those courses needing to be made up, are expected to register for their selected courses which have been specified by Afra K Fashion School.
2. Registration of courses and programs shall start upon resumption of each half year and will be opened for the duration of a week.
3. Every student shall show evidence of payment of full fees before he/she will be registered.
4. Every student shall check his/her results from the previous half year before registering.
5. Students shall register in person and have their registration forms endorsed by the registrar of the Afra K Fashion School.
6. A student who fails to register for a course shall be disqualified from taking that course.
7. A fine/penalty, determined by Afra K Fashion School, shall be imposed on any student who fails to register within the period designated. The fine/penalty imposed will be for each day past the deadline.
8. A student who fails to register by the end of the penalty period shall be precluded from beginning the half year program.
9. No student shall be eligible to register for a higher course unless he/she has passed the prerequisite for that course.



COURSE DESCRIPTIONS

ENTREPRENEURSHIP DEVELOPMENT

This course is designed to introduce students to the concept of sustainable entrepreneurship focusing on the discovery and understanding of entrepreneurial attitudes and behaviors within oneself. The student will begin to understand the competencies required to be an entrepreneur through case studies, creative problem solving and exercises aimed at self-development. Students will identify, discuss and work towards developing an idea into a business plan.

PRINCIPLES OF MARKETING

The objective of this course is to identify the foundational terms and concepts that are commonly used in marketing and effective marketing elements. This course will provide an understanding between marketing and other management functions. In addition, the course aims to equip students with various marketing theories in order to enable them to effectively analyze market situations and predict consumer behavior.

PATTERN MAKING

Pattern of a garment is the blue print on the basis of the fabric is cut. Pattern making opens scope for developing an infinite variety of styles both regular designs and fantasy patterns. A paper pattern helps in garment construction process and give correct fit if properly drafted. This course is a practical oriented one that is aimed at providing student with modern techniques and principles of pattern making. Content will include human figure measurement, dart manipulation, etc.



COURSE DESCRIPTIONS

GARMENT CONSTRUCTION

Garment construction is the techniques used in the production of garments, this includes all that are seen in a garment which makes the garment complete. such as necklines, sleeves, cuff, darts, etc. The fulfillment of every fashion designer, is dependent on the ability to create new designs and ideas from different sources, having an open mind to marketing skills by promoting your products to be recognized and accepted by the world.

FASHION ILLUSTRATION

This course is to equip students with the required skills to visually communicate their ideas using both traditional and digital media. Students will learn technical skills such as sketching a fashion figure, learn how to use coloring media, such as poster colors, color pencils, etc. students will also learn how to organize concepts from the research of trends to the creation of techniques used in fashion like “mood boards” used to express in a visual way, the feel and style of the concept. The course would also include creative projects involving real figures.

ACCESSORIES AND EMBELISHMENT

This course teaches the technical know how of embellishments techniques for textiles, basically embellishments is using ornamentation such as beads, sequences, applique, and embroidery to create patterns on a fabric. This course would also equip students with the knowledge of how to use fashion accessories to compliment an outfit

ORIENTATION

There shall be an orientation program for incoming students at the beginning of the academic year. All incoming students are required to be present. The purpose of the orientation includes:

- To welcome the incoming students and assist them to the adjustment and adaptation of college life.
- To introduce students to the current faculty and staff.
- To expose students to the available facilities at Afra K Fashion School.
- To let students know their rights, privileges, obligations and responsibilities in relation to Afra K Fashion School and its values, objectives, rules and regulations.

ACADEMIC RULES AND REGULATIONS

All higher education institutions establish certain requirements which must be met before an academic award is granted.

The governing body and faculty will assist students to meet these requirements, but the students are responsible for fulfilling them. Upon the completion of the required course work, the Academic Board of Afra K Fashion School will determine the eligibility of students to be awarded a certificate. If the requirements have not been met, the certificate will be withheld until the necessary requirements have been met. It is important for each student to become acquainted with the general requirements for the award of a Certificate at Afra K Fashion School. During the year program, it is expected that Afra K Fashion School students shall develop certain skills to become competent and knowledgeable professionals. These include:

- **Personal development skills** that include enhancing communication, proficiency skill, critical thinking and practical application.
- **Subject skills** that include professional training in the subject area chosen.

THE STRUCTURE OF PROGRAMS

1 YEAR SYSTEM

The one year system refers to the organization of the academic year into two halves, lasting six months. Each student will be assessed on the basis of their work at the end of the year.

Definition of Program

A program is any group of courses that may lead to the award of a certificate.

Definition of Course

A course may be defined as a unit of study within a discipline or program. In each year, students will study a number of courses in the chosen program.

Credit/ Unit/ Hours

- a) Each course in a program is given a value on the basis of the number of hours per week that the class meets with the lecturer for lectures, tutorials or practice labs, throughout a year.
- b) The allowable credits for a course shall be a minimum of two (2) credits for certificate programs.

Course Credit Requirements

Afra K Fashion School offers the following year program. The required credit hours are as follows:

- **Certificate in Fashion Design: 60 (min) and 180 (max) credits**
- **Certificate in Beauty Therapy: 60 (min) and 180 (max) credits**



ATTENDANCE & PARTICIPATION IN LECTURES & PROJECTS

Attendance in Afra K Fashion School courses is a necessity for student success. The courses at Afra K Fashion School do not only include academic information sharing to enhance a student's knowledge base, but also includes collaboration, participation and teamwork in the teaching and learning process. Therefore, attendance and participation during lectures and projects is mandatory.

There may be situations where tardiness and/or an absence are unavoidable. The following outlines the rules and regulations around attendance, tardiness and participation.

A student is allowed three absences from a program throughout the year with permission. If a fourth absence occurs, the student may be asked to repeat the program. Under certain circumstances, a fourth absence may be permitted by the administrator. Absences must be arranged with the administrator before the class meets. The student may be required to complete make-up assignments for any absence. The administrator has the authority to establish procedures and grade adjustments regarding attendance, a lack of participation, tardiness and early departure. In certain circumstances (extended illness, surgery, family crises, etc.), a leave of absence may be granted for a maximum of two courses. The student should contact the administration as soon as he/she becomes aware of a potential need for a leave of absence.

Tardiness after the first 15 minutes of class time without permission will be counted as an absence .

Participation standards are set by the instructor for the course and projects. There may be an assigned percentage of the total grade for participation depending on the course and the need for active classroom engagement. Grade points may be reduced for students who exhibit a lack of participation in class. The percentage deducted is at the discretion of the instructor.



ASSESSMENT

1. Assessment of a student's performance will include a combination of continuous assessment, Yaba fashion show project and end-of-year examinations.
2. The weight of the three modes of assessment are as follows:
 - i. Continuous Assessment: class assignments, quizzes, projects, written assignments, mid-year examinations, attendance = 10%
 - ii. Yaba fashion show project = 10%
 - Defence/Portfolio/Mood Board = 10%
 - iii. End-of-year Examination = 15%
 - Defence/Portfolio/Mood Board = 30%
 - Graduation fashion show = 10%
 - Internship = 15%
3. Students who do not earn a continuous assessment mark do not qualify to take part in the end-of-year examinations.
4. Students who retake failed course(s) shall earn new continuous assessment marks for the re-registered course(s) in a duration of a month.

END OF YEAR EXAMINATION RULES & REGULATIONS

1. It is the responsibility of the student to find the examination room in advance and be seated at least fifteen minutes prior to the commencement of any examination paper.
2. A student arriving thirty minutes after the start of a paper may be refused entry into the examination room.
3. Students are required to use their school fees receipt throughout the examination.
4. Students will be required to provide their school fees receipt at the examination hall.
5. A student's name should not be written on any part of the answer book provided.
6. No student will be allowed to leave the examination room during the first thirty minutes of the examination period. Any student leaving the examination room and intending to return should be accompanied by an attendant, while he/she is outside the examination room.
7. Students may be required at any time to establish their identity.
8. No books, prepared notes, or paper of any kind are to be taken into the examination room unless specified.
9. No mobile phones, communication equipment or programmable calculators are allowed into the examination room.
10. There shall be no communication whatsoever (verbal or non-verbal) between students during the examination. A student may communicate with the invigilator by raising a hand.
11. Any irregular conduct such as copying from another student or from prepared notes may result in the cancellation of the examination paper and/or a more severe penalty.
12. Students should not remove any unused material (e.g. answer booklets, supplementary answer sheets, graph sheets, drawing paper, etc.) supplied for the examination. Students may, however, retain their question papers except if the instructions state otherwise.

13. A student who finishes an examination ahead of time may leave the examination room after turning in his/her answer booklet(s). The student shall not be allowed to return to the examination room.
14. Students should not interfere with the stapling of answer booklet(s). Any complaints about the answer booklet(s) should be brought to the attention of the invigilator.
15. A student who fails to present himself/herself at an examination without satisfactory reason(s) shall be deemed to have failed the examination. Reasons for being absent from any paper, such as any of the following, shall not be considered:
 - a) Misreading of end-of-year examination time-table.
 - b) Forgetting the date or time of the examination.
 - c) Inability to make it on time for the examination.
 - d) Loss of relation.
 - e) Pregnancy (without a medical report).
16. A breach of any of the foregoing regulations may result in one or more of the following sanctions:
 - a) A reprimand
 - b) Loss of marks
 - c) Cancellation of results
 - d) Withholding of results for a period
17. In addition to clause 15, Grade Z shall be awarded wherever it is established that a student had attempted to gain an unfair advantage in an examination. Further sanctions may include:
 - a) Being barred from Afra K Fashion School's examinations indefinitely
 - b) Suspension from Afra K Fashion School
 - c) Expulsion from Afra K Fashion School

DECLARATION OF RESULTS

1. The provisional results of each half year's examinations shall be published before the commencement of the following half year.
2. A result slip indicating a student's performance in the examinations shall be made available to the student by the middle of the following half year.
3. Any discrepancies detected between the provisional results published and a student's result slip shall be reported, in writing, to the administration to verify and/or rectify the mistake.
4. Once the final year results have been approved, the administration will compile a list of failed students and inform them accordingly. The student will then be eligible to re-take any failed courses within a three-month period at a fee.
5. A student may obtain a transcript after paying the designated fee.

DISSATISFACTION WITH RESULTS OF EXAMINATIONS

1. A candidate who is not satisfied with his/her examination result(s) may request a review by submitting an application to the administration upon payment of a review fee (determined by the Finance Committee at Afra K Fashion School).
2. An application for a review shall be submitted to the administration no later than 21 days after the publication of the results and shall state the grounds for the review.
3. An application entered on a student's behalf by any other individual shall not be entertained.
4. If it emerges that a complaint is ill-motivated, the administration may prescribe sanctions, which may include barring the student from taking any Afra K Fashion School examinations for a stated or indefinite period.



Non-Completion of Course

1. A grade X shall be awarded to a student who is unable to complete a course for reasons considered by Afra K Fashion School as satisfactory. Such a student shall complete the course the next time the course is offered.
2. A grade Y shall be awarded to a student who is unable to complete a course for reasons considered by Afra K Fashion School as unsatisfactory.

Disqualification

1. A grade Z denotes disqualification from an examination as a result of an offence where a student was attempting to gain an unfair advantage during an end of end of year exam or in any continuous assessment; written assignment, quiz, exam, etc.
2. A student with a grade Z shall be disqualified from taking any of Afra K Fashion School examinations for a stated period or indefinitely, or may be expelled from Afra K Fashion School altogether.
3. A grade Z may be awarded only by the Inter-Departmental Committee and subsequent approval by the administration.

PROGRESSION FROM HALF YEAR TO YEAR

1. All half year results shall be taken into account in the calculation of the Cumulative Grade Point Average (CGPA).
2. In the determination of the CGPA, a weighted average of all repeated courses shall be used. For instance, a 2-credit course with an E at the first attempt and a B at the second attempt shall attract a total of 4 credits in the computation of the Grade Point Average (GPA).
3. The minimum Cumulative Grade Point Average to ensure continuation in the program shall be 1.5.
4. A student whose Cumulative Grade Point Average falls at 1.0 at the end of the academic year will be withdrawn from the program.
5. A continuing student who fails three or more courses at the end of the half year will be withdrawn from the program.
6. A continuing student who fails a total of three or more courses at the end of the academic year shall repeat the second half of the program.

7. A continuing student cannot fail a total of two or more courses at any given time.
8. A continuing student, who fails a total of two or more courses at any given time shall not progress to the next level but shall be on probation for one month within which he/she should pass all the failed courses.
9. A student on probation who does not pass each of his/her failed courses or does not obtain the minimum CPGA will repeat the program.
10. A continuing student shall be allowed to repeat a course only once as a 50% fee paying student.
11. Courses and projects designated as pre-requisites to the second half year must be passed before the continuing courses are offered.
12. A student on probation can re-sit his/her failed course(s) and be re-admitted.
13. Student who repeat are to make full payment of 50% of the school fees without arrears of payment of previous fees.
14. Probational, repeated students with arrears shall be expelled and withdrawn from the program.

RE-ADMISSION OF STUDENTS ON PROBATION

Students who are placed on probation may be re-admitted under the following conditions:

1. They shall be classified as probational candidates and shall be given limited rights and privileges until they pass the failed course(s).
2. The probational candidate shall register for the failed course(s) at the appointed registration time.
3. The student shall pay the appropriate registration fee.
4. The student will have the opportunity to attend lectures in the failed course(s).
5. The student will have access to the library, and any other academic facilities after payment of the appropriate fees.
6. The student will not be allowed any student office appointment.
7. The student shall pay a re-admission fee which shall be determined by Afra K Fashion School.

REQUIREMENTS FOR CERTIFICATION AND CLASS DESIGNATIONS

Class designations will be based on Cumulative Grade Point Average (CGPA) as per the table below:

CGPA	CLASS
4.5 - 4.0	Distinction
3.5 -2.5	Credit
Below 2.0	Pass

CAREER SERVICES

Afra K Fashion School offers career services to prepare students for their journey after graduation. This is done through our community service and internship programs. Afra K Fashion School also offers one-on-one resume and cover letter development, interviewing advice, mentoring, career exploration, counseling and career seminars to help students achieve global quality standards to be strategically positioned for excellent career opportunities. A student with a CGPA below 1.5 will be exempted from the career service privilege.

MANDATORY INTERNSHIP and COMMUNITY SERVICE PROGRAM

All Afra K Fashion School students must complete a compulsory six months, full time (35-40 hours/week) internship after the second half year of studies in order to be eligible to receive certification of completion of their respective program.

The purpose of the internship program is to:

- Learn hands-on skills that are relevant to a student's chosen area of study.
- Gain insight into different career opportunities and network with professionals.
- Practically apply what has been learned in the classroom to real-world scenarios.
- Apply what is learned in the community service experience to student's continued studies.

Internship Placements

Afra K Fashion School will assist students in securing an internship. The placement will be dependent on an organization's needs as well as the student's field of study and personal interests.

What is expected of students?

Students are expected to treat the internship like a job. Prior to beginning the internship, students must meet with the organization's supervisor to discuss goals and any projected outcomes for the internship experience. Students should arrive on-time, be dressed in appropriate attire and be ready to work. If a student fails to meet the expectations of the organization throughout their internship placement, they will be asked to engage in an internship the following year.

What is expected of companies hosting interns?

In consenting to support the learning of a student intern for a six months period, organizations and their staff agree to provide students with a hands-on professional experience to enhance their professional development. Students will be assigned to one particular department and will observe, learn and assist with various tasks and projects. While students may assist with administrative tasks if needed, repetitive tasks (i.e. photocopying, answering phones, running errands, etc.) should take up no more than 20% of the student's time.

POLICY FOR AWARDING SCHOLARSHIPS TO CONTINUING STUDENTS

In order to be eligible for a scholarship for the second half year of the program, students must maintain a 4.5 Grade Point Average during the first half year at Afra K Fashion School.

If the student meets this criterion, he or she will attend an interview to display:

- Critical thinking skills
- Excellent oral and written language skills
- A commitment to the program and other qualities that align with Afra K Fashion School's mission and vision. (CCD'TES CRITERIA)

NON-ACADEMIC RULES AND REGULATIONS

- Students who miss class three times will be recognized as though the student has abandoned the course. (course abandonment)
- Lateness to class stipulated after 9am GMT will attract sanctions.
- Tutor entering class before a student will attract sanctions.
- Failure to partake in project works and design brief will automatically disqualify you from graduating without any sanction and leniency.
- Monday dress code: Heels and School T-shirt. No slippers on campus.
- Vulgar outfits is prohibited.
- Speaking of vernacular is prohibited.
- Students are to submit their Brand Names to the administration by the 3rd month. Failure to do so would attract a 5% penalty pay of their YABA fee or will not be allowed to take part in the YABA project work. This automatically disqualifies you from graduating.
- Any change in brand name should be presented to the administration before the end of the 8th month.
- Students who fail to partake in the mid-year project dubbed YABA will not be allowed to continue the second half year.

Students who present tangible reasons via email concerning their health or medical conditions must submit a medical report to the schools administration prior before start of all projects and activities.

However, students who start their project work and fall sick in the process are exempted of this rule. With the condition of a medical report from a hospital, with an excuse duty stating that you cannot be in the position to work before the YABA date. No report from a pharmacy will be accepted. Such student will be given 1 month from the day of resumption to produce their YABA garments internally. There will be an automatic expulsion without any possibility of amiens.

- Full payments of YABA fees should be made at the bank. i.e National Investment Bank (NIB). The receipt must be submitted to the administration.
- Students who fail to pay their Mid-year project fee by the 4th month will pay a penalty of 20% of the project fee.

Graduation garments must be constructed internally, students who construct externally will have their garments destroyed and made to re-construct.

- Students who do not participate in the YABA fashion show are automatically deprived of any form of certificate from the school and will not be regarded as an old student of the school, as this amongst other things as a core prerequisite to successfully graduate from Afra K Fashion School.

END OF YEAR RULES

GRADUATION

- Full payment of the graduation should be made at the bank. That is, National Investment Bank (NIB). The receipt must be sent to the administration.
- Students who fail to pay their End of Year project fee by the 8th month will pay a penalty of 20% of the project fee.
- Concepts are to be presented to supervisors two (2) weeks before the graduation break for production. Failure to do so will deprive you of all social media publicity of all kind from the school and any recognition of your details announced during your graduation presentation.
- Students who do not participate in the graduation fashion show are automatically deprived of any certificate from the school and will not be regarded as an old student of the school, as this amongst other things as a core prerequisite to successfully graduate from Afra K Fashion School.

All payments must be made to the bank and receipt to the accounts office at the administration. That is;

- Tuition Fee Payment
- Yaba Fees
- Graduation Fees

The account No. will be on the notice Board.

The administration contact will be on the notice board.

All mode of communication is done through email.

Students are to call or send an email to the administration if he/she is going to be absent from school due to health reasons. Attach a doctors' report.

Community service is once every quarter. (Official dress code: School T-shirt)

FEES

The following policies and procedures are applicable to all students who officially register for programs at Afra K Fashion School. Afra K Fashion School reserves the right to change fees without prior notice to the student. However, fee changes are subject to approval by the Governing Council.

1. Promissory Note: Under prescribed conditions, a student may be allowed to execute a promissory note to delay (on a scheduled basis) the payment of fees owed to Afra K Fashion School. The following stipulations must be met:
 - a) The student must not owe any fees, fines, or other charges from a previous registration.
 - b) The promissory note is a privilege which may be extended based upon the overall financial status of Afra K Fashion School.
2. Forms of Payment: Afra K Fashion School will not be held liable for any cash payment administrative office.
Afra K Fashion School urges all students to pay their tuition fees and other charges directly into Afra K Fashion School's bank account.
3. **Refunds: School fees are not refundable.**
However issuing a refund is contingent upon the deduction of all indebtedness due to Afra K Fashion School. Students who register and pay fees in advance, and officially withdraw from Afra K Fashion School one month after paying the fees maybe refunded 70% of the total amount paid if written notification of the withdrawal is received by administration on or before the end of the month.
5. Fees are not refundable for withdrawing on the day of orientation and on, after the first day of class and thereafter.

DISCIPLINARY ACTION

Afra K Fashion School recognizes the uniqueness and dignity of every student and his or her potential and thereby seeks to encourage not only academic excellence, but also growth in personal and corporate discipline. Therefore, disciplinary action is taken with the aim of enhancing and developing a sense of responsibility for individual self-actualization and for the common well-being of society. Students who attempt to commit or commit an offence on Afra K Fashion School premises, shall face disciplinary sanction. Afra K Fashion School reserves the right, notwithstanding any provisions of these rules and regulations, to refer any individual to the appropriate civil or criminal authority when appropriate.

A disciplinary sanction to be imposed may include one or more of the following:

- A written reprimand for the violation of a specified rule or regulation contained herein.
- Order for restitution or the payment for damages or injury caused.
- A fine not exceeding GH¢500.00 and/or a bond for good behavior.
- Denial of access to specified facilities and/or services at Afra K Fashion School for a period not exceeding one month.
- Indefinite suspension when civil or criminal charges are pending against a student in the court of law.
- Indefinite suspension when the student's continued presence at Afra K Fashion School's premises pose a threat to the mission of the institute and/or the welfare, safety or the rights of others.

DAMAGE AND LOSS

Library Books

A fine will be assessed and charged to a student who does not return a book(s) to the library on the said due date or damages a book(s) or other materials that are the property of Afra K Fashion School. Payment of fines must be made at the Cashier's Office. If payment is not made, the student's grades and certificate will be withheld at the end of the second half year until the fine has been paid.



PRODUCTION EQUIPMENTS AND OTHER PROPERTY DAMAGE

The Institute does not have a breakage fee for items broken or destroyed in the Facilitation rooms and areas on campus. Any such items broken, damaged, or destroyed will be paid for by the student at actual replacement cost.

NOISE-MAKING AND VANACULAR LANGUAGE

Students shall maintain a quiet and calm environment at Afra K Fashion School that supports academic learning at all times. If a student does not maintain a quiet and calm environment they will be subjected to a fine that will be determined by the administration or an internal/external suspension. English language should be used in teacher to student communication and student to student communication at all times. If a student does not maintain the official use of language, they will be subjected to internal punishment, a day suspension, a week suspension and an indefinite suspension.

DRUNKENNESS, DRUGS AND SMOKING

Disorderly conduct, drunken behavior, possession or use of illegal drugs and/or smoking is not allowed at Afra K Fashion School; during lectures or during any other Afra K Fashion School activities. Any student who engages in such activities will be given a written warning by the administration. If the behavior persists, the student may be suspended or dismissed.

COMMUNICATION WITH OUTSIDE BODIES/INDIVIDUALS

Students are not allowed to have direct communication with the press; any government ministers, officials or entities and/or embassies or other organizations or individuals on any matter that relates to Afra K Fashion School life, policies or administration. Any formal communication on Afra K Fashion School matters should be forwarded to the administration.

ARMS AND AMMUNITION

No student is allowed to possess any form of arms or ammunition, whether licensed or unlicensed, at Afra K Fashion School.



DRESS CODE

The dress and grooming of all students shall be clean, neat, and decent and promote positive character. Therefore, clothing such as the following are prohibited:

1. Clothing that is profane in character or sexually suggestive
2. Clothing that promotes or advertises the use of drugs or any illegal substance

Dress for Ceremonial Occasions

All students are required to wear academic and/or appropriate uniform for Matriculation, Congregation, Graduation and all other occasions prescribed by the school. Students who breach the Dress Code above shall be fined or suspended.

SCHOOL ATTENDANCE\ PROJECT WORKS

No student may absent themselves from lectures for more than three days without formal notification to the administration and lecturer. Afra K fashion School will consider a three day absenteeism from lectures without formal notice to the offices of the administration as a forfeit of the program. Deferment cannot be granted after 6 months into the one year fashion training program by the student, students will not be allowed to participate in the 'Yaba Fashion show' which is prerequisite for graduation if a student does not pay all fees and academic merits required by the school.

CHANNELS OF COMMUNICATION

All students shall follow the appropriate channels of communication to have any academic and non-academic requests and grievances met and resolved. The channel includes: class representatives, src council, faculty members and administration. Mode of communication is via email or the administrative response line. Emergency calls to the school should always be followed up with an email.

END OF YEAR, END OF PROGRAM OR GRADUATION

1. Afra K Fashion School officially closes on the last day of the second half year. All Afra K Fashion School facilitation rooms will be closed to students, unless an exemption has been granted by the administration.
2. Each student must sign out before their departure and leave their contact information with administration. (i.e School Clearance)
3. A student who has been granted permission to use lecture rooms and other facilities during vacation should follow all rules set by Afra K Fashion School.
4. Upon final departure from Afra K Fashion School because of completion or any other reason, a student must obtain a clearance certificate endorsed by the administration and the Finance Officer.

HONOR CODE-HONOR PLEDGE

With God on our side the top choice we made the path we follow to the culture we practice, our pride we cherish, Afra k our alma mater with one soul, creative mind we will learn, practice and become

ACADEMIC DISHONESTY

Any form of academic dishonesty is a serious offense in any academic community. At Afra K Fashion School, such dishonesty will result in outright removal from the program, assignment of an F for the course or combination of these. It is essential, therefore, that every student understands the standards of academic honesty and how to avoid dishonesty by proper acknowledgment of intellectual property. Afra K Fashion School will not excuse a lack of awareness or understanding of what constitutes academic dishonesty. Any attempt to commit any of the following infractions also constitutes academic dishonesty. Academic dishonesty includes but is not limited to:

1. Plagiarism includes:
 - A written assignment/essay, project, report, etc. that is copied directly in whole or in part from a source and presented as one's own, without due acknowledgement.
 - Parts of a written assignment/essay, project, report, etc. including words, ideas, graphical images, or data taken from another source without acknowledging the source or the original author.
 - Submitting someone else's written assignment/essay, project, report, etc.
 - Guidelines for proper documentation are available from many sources, including: <http://www.apastyle.org> and/or <https://owl.english.purdue.edu/owl/>.

2. Misrepresentation or falsification of data in any coursework or project.
3. Self-plagiarism: the submission of one piece of work in more than one course without the written permission of the instructors involved.
4. Cooperative or collaborative effort in coursework without acknowledgment. Assume that acknowledgement is necessary any time you collaborate and/or cooperate, unless you are clearly informed that it is not. This is not meant to inhibit discussion and debate of academic subjects either inside or outside the classroom.
5. Cooperative or collaborative effort in coursework without the explicit permission of the instructor. Assume collaboration and/or cooperation is not permitted unless you are clearly informed that they are. This is not meant to inhibit discussion and debate of academic subjects either inside or outside the classroom.
6. Cheating during examinations or tests by giving or receiving assistance from written material, another person, a student's paper, or any other source, including electronic sources, or to attempt to do so, during an examination or test. The only exceptions will be at the explicit instruction of the teacher of the course.
7. Stealing, altering, redirecting, or otherwise tampering with a form or content of digital media created or presented by another person without explicit permission of that person.
8. Forgery or falsification of academic documents. The Dean, after consultation with the President and Vice President, may remand such complaints to the Board of Afra K Fashion School for onward criminal action.

Student's Obligation

Aside from refraining from all forms of academic dishonesty, Afra K Fashion School expects students to take proactive steps to support the Honor Code and to respond to incidents of academic dishonesty. Such steps may include:

1. Informally discussing the Honor Code with incoming students
2. Reporting suspected dishonesty to the instructor of the course, or to the Dean
3. Asking an instructor to supervise an exam when cheating has been witnessed or is suspected
4. Raising of the left hand when a student witnesses cheating during an unsupervised exam/test
5. Protecting school property, image of the school and colleagues on all platforms at all times.



SCHOOL YEAR PROGRAMS AND HALL ACTIVITIES

Afra K Fashion School programmes and hall activities are compulsory. Participation in school year programmes and hall activities offers students social, academic and professional benefits and opportunities. Participation provides the opportunity to develop social skills that includes learning how to relate to one another and assess one another's ideas and thinking. Such participation can also enhance professional skills by strengthen leadership, management and organization skills. All programmes and activities have a mandate to promote the core values of Afra K Fashion School and raise a generation of ethical and fashion entrepreneurs.

Founder's Club

The Founder's Club creates a platform for training tomorrow's ethical Ghanaian fashion entrepreneurs. The Club introduces students to contemporary world issues and a growing recognition of sustainable development aspects within economic, environmental and social sustainability and development. The club seeks to reinforce the importance that development must meet the present need of individuals without compromising future generations through direct activities and projects. The club also mentors individuals in theoretical and practical aspects of ethical dilemmas. These mentoring sessions allow further exploration into relative and absolute moral law, subjective and objective components of moral knowledge, the relation of facts in nature to human values and the place of reason in ethical decisions.

DECLARATION FORM



.....

I here by declare that I am in agreement with the rules and regulation of Afra K Fashion School and will adhere to it and be liable to all sanction should I default.

.....
Student Signature

.....
Witness Signature

.....
Witness: Name

.....
Date

.....
Dean of Academic and Student Affairs
Signature