



**INTERNATIONAL
COMMUNITY COLLEGE**
Inculcating Intelligence &
Character

**FORMER SCHOOL FINANCIAL
CLEARANCE FORM**

To be completed by the Accounts / Finance Office of the student's previous school

BAE 29, Baatsona, Community 16, Tema • www.icc.edu.gh • Admissions Records

Purpose: This form helps ICC confirm that the student has completed financial obligations with the former school before final onboarding. It should be completed, signed and stamped by the former school only.

A. STUDENT AND FORMER SCHOOL DETAILS

Student Full Name		Date of Birth	
Class / Year Last Attended		Academic Year / Term	
Former School Name		School Telephone	
School Email		School Location	
Parent / Guardian Name		Parent Contact	

B. FINANCIAL ACCOUNT STATUS

☐ No outstanding fees or charges	☐ Tuition balance outstanding
☐ Boarding balance outstanding	☐ Transport balance outstanding
☐ Books / stationery / uniform balance outstanding	☐ Damaged / lost property charges outstanding
☐ Examination / activity charges outstanding	☐ Other balance or pending matter
Total Outstanding Amount	Currency
Last Payment Date	Receipt / Reference No.
Refund Due to Parent? ☐ No ☐ Yes, amount: _____	Payment Plan Exists? ☐ No ☐ Yes
Account Status ☐ Cleared ☐ Not Cleared ☐ Pending Review	Clearance Date

C. DETAILS OF ANY OUTSTANDING BALANCE

Item / Description	Amount	Due Date	Finance Office Comment

D. FORMER SCHOOL DECLARATION

The Accounts / Finance Office certifies that the financial information provided above is accurate as at the date signed. Where the student is not financially cleared, the former school should state the amount and conditions for clearance.

Accounts Officer Name _____	Accounts Officer Signature _____
Official School Stamp _____	Date _____
School Head / Authorised Officer _____	Telephone / Email _____

For ICC Admissions Use Only: Received by _____ Date _____ Notes _____