

Application Form



College Registration No.

Please complete this form accurately as this will help to speed up your application. Any false information will result in your application being automatically rejected.

1. PERSONAL DETAILS

Last Name

Middle Name

First Name

Date of Birth (A.D.)

Gender (M/F/Other)

Age

Nationality

Current Address

Permanent Address

Landline

Student's Mobile No.

E-mail

Father's Name

Occupation

Contact No.

E-mail

Mother's Name

Occupation

Contact No.

E-mail

Guardian's Name

Occupation

Contact No.

E-mail

Relation to Student

2. ACADEMIC QUALIFICATIONS

Grade	Name of Previous School	Exam Board	Period Attended	Grade Received
Grade 10 (SEE/CBSE/O Level)				
Grade 09				
Grade 08				

3. FINANCIAL SUPPORT

Please indicate your source of financial support:

I am supported by my family

I am fully sponsored by(Please attach written confirmation from your sponsor)

Name of person or organisation

Fee (for invoice purposes)

Address of person or organisation

Telephone

Mobile

Office Email

Signature of the Sponsor

4. SELECT THE SUBJECTS AND GROUP

Please visit www.cambridgeinternational.org for detailed information about the courses.

SCIENCE		NON - SCIENCE	
English General Paper	Biology	English General Paper	Sociology
Physics	Mathematics	Accounting	Psychology
Chemistry	Computer Science	Economics	Business
		Art & Design	Mathematics
		Computer Science	

Note: Students are required to choose 3 subjects, plus the English General paper.

5. HOW DID YOU HEAR ABOUT THE BRITISH COLLEGE? (PLEASE TICK)

TV Ad

Newspaper Ad

Expo/Fair

Brochure

Instagram

Website

Online

Word of Mouth

Other (Please Specify)

6. DO YOU KNOW SOMEONE CURRENTLY STUDYING AT THE COLLEGE ?

Yes

No

If Yes,

Full Name of the Student

Name of the Programme

Relationship to Student

7. PERSONAL STATEMENT (150-200 WORDS)

This is your chance to tell us something about yourself and your reasons for choosing TBC.

You can use the below space to write about your expectations from the programme and your potential contribution to the College. You can also tell us about your interests and hobbies, and explain what you would like to do after completing your A Levels.

Date:

Signature of the Applicant:

Parental Consent Form

Full Name of the student

I, the father/mother/guardian of the above named student, authorise TBC to make any inquiries they deem appropriate, to any person, college, or similar institution, to verify his/her previous qualifications.

Parent/Guardian Name

Date:

Signature:

(Father/Mother/Guardian)

Student Code of Conduct

STUDENT BEHAVIOUR AND ETIQUETTE

It is the responsibility of the students to respect each other's views and help settle any dispute amicably through mediation so as to create a conducive teaching/learning environment. Students are required to treat each other, and members of staff, with politeness and respect. Our mission at TBC is to provide educational opportunities to all those who fulfil our entrance qualifications, regardless of any other characteristics. TBC will not tolerate behaviour that is derogatory, racist, sexist, or homophobic. Students found to have been behaving in this manner will be subject to a disciplinary procedure, which may lead to expulsion.

DRESS CODE

The student dress code exists to promote and maintain a professional learning environment and minimise distractions during class. While in uniform, students represent TBC, both on and off campus. While on campus, students must wear their school uniform, including: shirt, tie, trousers, black belt with simple buckle, black socks, and black shoes. In cold weather, students may also wear their uniform sweater and/or blazer. In addition to this, the following rules apply:

- Cold weather hats, scarves, and gloves must be black wool.
- Long hair should be well-kept, and out of the student's face.
- Beards of any length should be well-trimmed.
- Hair colouring, make-up, nail polish, and accessories should be minimal and discrete.
- During sports hours or events, appropriate sportswear should be worn for safety.

CARE FOR CLASSROOMS AND LABORATORIES

Students are expected to leave classrooms and laboratories (Computer, Physics, Chemistry, and Biology) in a respectable order, out of respect for the space and its future users. Students are responsible for disposing of their rubbish in appropriate bins, located throughout the TBC campus. Food and drink (other than bottled water) is prohibited in TBC classrooms. All food and drink (including water) is prohibited inside all of the laboratories. As bags on the floor present a safety hazard in computer labs, they should be kept at the front of the room or in lockers.

SMOKING

Smoking refers to the use of cigarettes/tobacco, e-cigarettes (vaping), and chewing tobacco. Students are prohibited from smoking whenever they are wearing the TBC uniform, even when they are off campus. Within the campus, students are also not allowed to carry these products. These rules apply across the premise - including anywhere in the recreation area, parking areas, and driveway, as well as inside the building (including stairwells and fire escapes). If a student is caught smoking, they will be held responsible and the following steps will be taken for each instance:

contd.

1st offense—Warning: The College will issue a warning letter, handed directly to the student. Parent(s)/guardian(s) will be informed about the warning via telephone and email.

2nd offense—Suspension: If a student is caught violating this rule for a second time, he/she will be suspended. Parent(s)/guardian(s) will be called in for a suspension meeting. A suspension letter will be handed to the student in the presence of the parent(s)/guardian(s). After suspension, the student must visit the College counsellor and present a confirmation of improvement, or a commitment not to repeat such action in the future.

3rd offense—Expulsion: If the same student is caught a third time, the Principal/CEO will decide whether or not to expel the student.

DRUG USE

Students are also prohibited from using or being under the influence of drugs while on campus. In this case, drugs refers to both illegally-obtained prescription drugs and drugs that are illegal outright. If a student is caught doing so, they will be held responsible and the following steps will be taken:

1st offense—Suspension: If a student is caught violating this rule, he/she will be suspended. Parent(s)/guardian(s) will be called in for a suspension meeting. A suspension letter will be handed to the student in the presence of the parent(s)/guardian(s). After suspension, the student must visit the College counsellor and present a confirmation of improvement, or a commitment not to repeat such action in the future.

Please note that there is no warning for the first offense; the student is immediately suspended.

2nd offense—Expulsion: If the same student is caught a second time, the Principal/CEO will decide whether or not to expel the student.

Declaration: I hereby declare that I abide by the above mentioned points and am liable for the consequences if I contravene.

Date:

Signature of the Student:

(Father/Mother/Guardian)

Our Policies

1. After the successful completion of the admission procedure, the student needs to pay the admission charges according to their subject. After Admission charges are paid, the student will be registered for the A Level programme.
2. Admission fees and a security deposit will be charged only in the first year. The tuition fee will be charged for a period of twelve months per year.
3. If any student requires the College transportation, the fee for the year must be deposited after receiving a transportation bill. The transportation fee will be charged for 10 months per year.
4. Monthly fees will be collected in four installments; each installment is comprised of 3 months of tuition fees. The first Installment bill also includes yearly Lab charges for Science students and yearly transportation charges.
5. The Admission charge includes a Rs. 15000/- Security Deposit which is refundable only after the successful completion of the 2 year A Level course at TBC.
6. The fee structure does not include the CIE exam registration cost.

REFUND POLICIES

7. Fees are non-refundable if, after the commencement of the course, the student stops attending, leaves the course before its completion, or is suspended by the College, due to non-attendance or misconduct etc.
8. Students may claim a refund of the admission fee paid (NPr 20,000.00 will be deducted) provided a written notice of cancellation is received by the College at least 2 weeks before the commencement date of the course. If the notice is not received in time, the yearly fee will be deducted before a refund is made.
9. If any student becomes ill and needs to permanently withdraw from the course due to illness, medical certificates and a certified letter from a licensed doctor must to be submitted to the College. With verification from the Account Dept. that there are no due payments, and on the condition that the student has returned their College ID and other TBC property, the student can apply for a security deposit refund. If the same student wants to continue the A Level programme in the next session, he/she has to go through the whole process from the beginning.
10. A minimum of 4 weeks is needed for the processing of refunds.
11. No interest is paid on any refund payments.
12. For international students, if the visa authorities are supplied with fake papers or documents, and subsequently the visa is refused, no refund will be granted.
13. All refunds are made subject to the prior approval of the CEO.
14. The College reserves the right to withdraw an advertised course for which an insufficient number of students enroll and to close any class if low numbers make it no longer viable.

Parent/Guardian name:

Date:

Signature:

Declaration: I hereby declare that the details mentioned in this document are correct to the best of my knowledge and I undertake to inform you immediately of any changes therein. In case any of the above information is found to be false, untrue, or misleading, I am aware that I may be held liable. I hereby authorise the sharing of the information on this form with The British College.

Date:

Signature:

SUPPORTING DOCUMENTS

The student has submitted the following documents along with this Application Form:

- Photocopy of their class 10 final exam result/equivalent (sent-up result)
- Document from school (transfer/character certificate)
- 1 PP Size Photo (digital format of the photo to be sent to info@thebritishcollege.edu.np)
- Citizenship copy (if the student doesn't have this then the guardian's citizenship copy)
- Photocopies of documents related to any rewards, certificates, or special contributions

VERIFIED BY

Admissions Department

Full Name:

Date:

Signature:

Compliance Department

Full Name:

Date:

Signature:

THE BRITISH COLLEGE

Computer Based Exam - Entrance Card

Stream: Science Non-science

Full Name:

User ID:

Password:

Exam Date:



Note: Scientific calculators are allowed in the exam.