



Form Number:

# British Model College

Application/Admission Form

A Level Programme

Applicant's Name:

Stream applied for:  Science  Non - Science



Cambridge Assessment  
International Education

Cambridge Associate School

# 1. GUIDELINES FOR APPLICATION/ADMISSION

Please use the following information and instructions while completing the application form.

## 1.1 Admissions Procedure

- 1.1.1 Students must sit for a CBT (Computer Based Test). Students who are shortlisted from a CBT will be invited to sit for the interview along with their Parent/Guardian. Students who pass both the CBT and Interview are eligible for admission.
- 1.1.2 All fees (as stated by the Accounts Department) must be paid within the stipulated time mentioned, in order to complete the admissions process else your seat will be offered to another candidate on the waiting list.
- 1.1.3 Management may ask students at any point to bring their original certificates for verification. Therefore, students are strongly advised to keep all original certificates ready for authentication as and when required, (please note that this may be after the admissions process).
- 1.1.4 It is at The British Model College's (BMC) discretion to disqualify an applicant for not submitting the required documents on time or for providing false information.
- 1.1.5 Besides completing the CBT and Interview, the applicant's academic background, potential, achievements, credentials, and career plan are all taken into consideration during the admissions process.
- 1.1.6 The decision of the admission committee regarding all matters is final and cannot be disputed.
- 1.1.7 After a student is admitted to The British Model College (BMC), he/she must abide by all the terms and conditions stated in the Student Handbook (which will be made available for your reference).

## 1.2 Eligibility for A Level

Students must have passed the Secondary Education Examination (SEE) or equivalent. Admission is granted only to shortlisted students who pass the CBT (Computer Based Test) an Interview: and provide a copy of SEE (or equivalent board) mark-sheet, along with a Character Certificate to the College office within the first week of the publication of SEE (or equivalent board), failing to do so will result in the students admission being cancelled.

## 1.3 Required Documents

- 1.3.1 Marksheet of SEE qualifying /Class X internal examination of the school.
- 1.3.2 A recently taken PP photo must be sent to [info@thebritishmodelcollege.edu.np](mailto:info@thebritishmodelcollege.edu.np)
- 1.3.3 Certificates of awards or scholarships earned at school, if any.
- 1.3.4 Recommendation letter from the Principal/Vice Principal or a Teacher of the last attended school (can also be submitted via email to [info@britishmodelcollege.edu.np](mailto:info@britishmodelcollege.edu.np))

## 1.4 Subjects offered at BMC

- |                          |                    |
|--------------------------|--------------------|
| 1. English General Paper | 7. Accounting      |
| 2. Physics               | 8. Business        |
| 3. Chemistry             | 9. Economics       |
| 4. Biology               | 10. Sociology      |
| 5. Mathematics           | 11. Psychology     |
| 6. Computer Science      | 12. Art and Design |

## 1.5 Computer Based Test (CBT)

- 1.5.1 The CBT will consist of multiple choice questions to test the aptitude and critical thinking ability of the Applicant.
- 1.5.2 Questions will be based on the 10th grade curriculum.
- 1.5.3 Only candidates who pass the CBT will be called for the interview.

## 1.6 Interview

- 1.6.1 Candidates must be accompanied by their parent/guardian during the interview, failing which the interview will be canceled.
- 1.6.2 Candidates must be present for the interview at the stipulated time and date.
- 1.6.3 Candidates must bring along the required documents.
- 1.6.4 Candidates must dress in a formal attire.

## 1.7 Our Policies

- 1.7.1 After the successful completion of the enrollment procedure, the student must pay all admission charges according to their subject/stream (as stated in Appendix 1 of the Application/Admission form). After the admission charges have been paid, the student will be registered for the A Level programme.
- 1.7.2 Admission fees and the Security Deposit will be charged only in the first year. The tuition fee will be charged for a period of twelve months per year.
- 1.7.3 If any student requires the use of 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.
- 1.7.4 Monthly fees will be collected in four installments as stated by the Accounts Department; each installment is comprised of 3 months' tuition fees.  
The first installment includes the yearly lab charges for Science Stream students as well as yearly transportation charges if applicable.
- 1.7.5 The fee structure does not include the CAIE exam registration fee.
- 1.7.6 Being a high achiever student (i.e. securing top scores in the examination sessions), you agree to disclose your information (could be in audio/visual forms) for marketing purposes — commercial, or otherwise — to the institution, but only to the extent permitted by the relevant privacy legislation.  
If you wish to revoke this authorisation, a written request must be submitted to the College.
- 1.7.7 In case of unsettled fees or pending dues beyond the stated deadline, college administration reserves the right of barring the students from internal examinations/school assessments or Cambridge Assessment International Examination (CAIE) or issuance of any official letters/documents for the further education/career placement or whatsoever leading to the termination of the student's enrollment.
- 1.7.8 For the Scholarship Scheme please refer to Annexure 2 of the form.

### 1.7.1 Refund Policy

- 1.7.1 Once the student has been admitted to the College, admission fees, tuition fees, and annual fees, will not be refunded in the case of cancellation or withdrawal of admission or ineligibility of the applicant following the announcement of the SEE result (or equivalent board).
- 1.7.2 Paid fees are non-refundable if, after the commencement of the course, the student stops attending, leaves the course before it's completion, or is suspended or expelled by the College following disciplinary action taken by the College Disciplinary Committee (CDC). Please refer to the Student Handbook.
- 1.7.3 The admission charge includes a the Security Deposit, which is refundable only after the successful completion of the 2nd year A Level programme at BMC. In case of withdrawal or cancellation of admission or expulsion etc Security Deposit will be forfeited.
- 1.7.4 Students may claim a refund of only Security Deposit 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 within this time, then the refund will not be permitted.
- 1.7.5 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 be submitted to the College. Following verification from the Accounts Department that there are no due payments, and on the condition that the student has returned his/her college ID and other BMC property, the student can apply only for a Security Deposit refund (other fees are forfeited). If the same student wants to continue the A Level programme in the next session, he/she has to restart the whole process from the beginning.
- 1.7.6 A minimum of 4 weeks is needed to process a refund.
- 1.7.7 No interest is paid on any refund payments.
- 1.7.8 For international students, if the visa authorities are supplied with fake papers and documents and subsequently the visa is refused, no refund will be granted.
- 1.7.9 All refunds are made subject to the prior approval of the CEO.
- 1.7.10 BMC reserves the right to withdraw the advertised course in the case of insufficient number of students enrolling, and therefore making it no longer viable to bear the operation costs.

# 2. Application/Admission Form

Please complete this form accurately so as not to delay the application process. Any false information will result in your application being automatically rejected.



College Registration No. (For official purpose)

## 2.1 Applicant's Personal Details \*Denotes mandatory field – do not leave blank

Last Name*	<input type="text"/>	Middle Name*	<input type="text"/>	First Name*	<input type="text"/>		
Date of birth* (A.D.)	<input type="text"/>	Age*	<input type="text"/>	Gender*	M <input type="checkbox"/> F <input type="checkbox"/> O <input type="checkbox"/>	Nationality*	<input type="text"/>
Current address	<input type="text"/>						
Permanent address	<input type="text"/>						
Landline	<input type="text"/>						
Student's Mobile no.	<input type="text"/>	E-mail	<input type="text"/>				

## 2.2 Parent's Contact Details Do not leave blank if student is under 18 years of age

Father's Name*	<input type="text"/>	Occupation	<input type="text"/>
Contact no.*	<input type="text"/>	E-mail*	<input type="text"/>
Mother's Name*	<input type="text"/>	Occupation	<input type="text"/>
Contact no.*	<input type="text"/>	E-mail*	<input type="text"/>

## 2.3 Alternative Contact Details (if different from above) Do not leave blank if student is under 18 years of age

Guardian's Name	<input type="text"/>	Occupation	<input type="text"/>
Contact no.	<input type="text"/>	E-mail*	<input type="text"/>
Relation to Student*	<input type="text"/>		

## 2.4 Applicant's Academic Qualifications

Grade	Name of Previous School   Address	Exam Board	Passed Month/Year	Grade Received
Grade 10 <small>(SEE/CBSE/O Level)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grade 09	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grade 08	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 2.5 Applicant's Awards or Scholarships Earned (if any)

Name of Award	Awarding Institution/Organisation	Awarded Month/Year

## 2.6 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

Address of person or organisation

Fee (for invoice purposes)

Telephone

Mobile

E-mail

Signature of the Sponsor \_\_\_\_\_

## 2.7 Select the subject and stream

Please visit [www.cambridgeinternational.org](http://www.cambridgeinternational.org) for detailed information about the courses.

### Science

English General Paper

Biology

Physics

Mathematics

Chemistry

Computer Science

### Non - Science

English General Paper

Sociology

Accounting

Psychology

Economics

Business

Art & Design

Mathematics

Computer Science

Note: Students are required to choose a minimum of 3 subjects, plus the English General paper (compulsory subject).

## 2.8 Applicant's Desired Co-Curricular Activities

Games and Sports

Literary Activities

Photography/Media

Adventure Sports

Traveling

Other please specify

Theatre/ Performing arts

Music

## 2.9 How did you hear about the British Model College (BMC)?

TV Ad

Newspaper Ad

Expo/Fair

Brochure

Other (Please Specify)

Instagram

Website

Facebook

Word of Mouth

## 2.10 Do you know someone currently studying at BMC?

Yes

No

If Yes,

Full Name of the student

Relationship to student

Name of the Programme

Mobile No.

## 2.11 Do you require the Transportation Service?

Yes

No

If 'Yes' please mention the nearest bus stop

## 2.12 Statement of Purpose (150-200 Words)

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

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: \_\_\_\_\_

# 3. Consent and Declaration

I \_\_\_\_\_ father/mother/guardian of \_\_\_\_\_ (Applicant), authorise BMC to make any inquiries that deem appropriate, to any person, school or similar institution to verify the applicants previous qualifications. I hereby declare that the details in this documents are correct to the best of my knowledge and I undertake to inform you immediately if any change occur. I understand that BMC reserves the right to reverse any decision on the basis of incorrect or incomplete information I may have furnished. I have read and understood all of the guidelines, policies, rules and regulation, laid herein and thereby accept and agree to abide by them.

Signature

Signature

Name of Parent/Guardian

Name of Applicant

Relationship with the Applicant

Date

## Annexure 2, Application/Admission Form

# 1. Scholarship Scheme and Selection Procedure

- 1.1 Scholarships will be based on SEE or equivalent academic reports, the CBT, an Interview, analysis of Form a disciplinary review by the College Disciplinary Committee.
- 1.2 Any student who applies for a scholarship, must submit all of the relevant required documents.
- 1.3 Students who are eligible for a scholarship, are only entitled with scholarship only until the Term wise scholastic report, attendance report, and disciplinary report of the upcoming Term (which comprises of 3 months) in the absence of CAIE Result. Henceforth, it is in the jurisdiction of the Committee, whether the concerned student will be allowed to continue with his/her scholarship or not.
- 1.4 As the course is delivered in English, nominated candidates should have a solid knowledge of English and be able to fluently speak in English and comprehend lessons that are delivered in English without any difficulties.
- 1.5 BMC will inform eligible students through the website or via email and student must email back to confirm within 7 days whether or not they are prepared to accept the scholarship or else, the scholarship will be given to the next eligible candidate on the merit list.
- 1.6 Students with a Cambridge Achievement as a Nepal Topper or World Topper in CAIE AS Level or A Level will be honored with BMC Excellency Award besides scholarships.
- 1.7 The decision of the Scholarship Committee shall be final and without any dispute.
- 1.8 Please follow the following Scholarship Scheme Table 1.9 for details:

**Scholarship Scheme Table 1.9**

Scholarship Category	Eligibility	Scheme	Condition for the Continuation of Scholarship
A Computer Based Test followed by an Interview, Application Form and Discipline Review.	90% or above	100% Waiver in Tuition Fee only in the following Trimester (3 months only)	Must maintain "A*" grade in upcoming Trimester Exam
	80% or above	50% Waiver in Tuition Fee only in the following Trimester (3 months only)	Must maintain "A" grade in upcoming Trimester Exam
	70% or above	25% Waiver in Tuition Fee only in the following Trimester (3 months only)	Must maintain "B" grade in upcoming Trimester Exam
SEE Final Result, Followed by an Interview, Application Form and Discipline Review.	3.6 GPA or above	100% Waiver in Tuition Fee only in the following Trimester (3 months only)	Must maintain "A*" grade in upcoming Trimester Exam
	3.4 GPA or above	50% Waiver in Tuition Fee only in the following Trimester (3 months only)	Must maintain "A" grade in upcoming Trimester Exam
	3.2 GPA or above	25% Waiver in Tuition Fee only in the following Trimester (3 months only)	Must maintain "B" grade in upcoming Trimester Exam



Sports National Player 1 Male & 1 Female		50% Waiver in Tuition Fee only in the following Trimester (3 months only)	Must maintain "A" grade in upcoming Trimester Exam
Economically Unprivileged and Discipline Review (5 Seats)	"A" or above in SEE or equivalent Exam	50% Waiver in Tuition Fee only in the following Trimester (3 months only)	Must maintain "A" grade in upcoming Trimester Exam
BMC Staff Referral	"B" or above in SEE or equivalent Exam	25% Waiver in Tuition Fee only in the following Trimester (3 months only)	Must maintain "B" grade in upcoming Trimester Exam

## 2. Extension/Cancellation of Scholarship

2.1 Scholarships under the Scholarship Scheme are renewable on a trimester basis.

The Scholarship renewal will depend on:

2.1.1 Please refer the Scholarship Scheme Table 1.9

2.1.2 Minimum 85% attendance.

2.1.3 No Disciplinary Charge Sheets being filed against the student by the College Disciplinary Committee.

2.2 The Scholarship Committee on reviewing the academic performance, attendance and discipline of the students at the end of every trimester examination (there are 3 trimester examinations in 1 academic year) may continue, revise or terminate the scholarship.

2.3 Continuation of Scholarship Condition: Scholarships are applicable for the 1st, 2nd and 3rd trimester only in both AS and A2 Level. CAIE exam result will not be applicable for Scholarship.

2.4 The scholarship scheme is not applicable in installment 1 (tuition fee) of A2 level, since there is 3 trimester exam whereas, there is 4 tuition fee installment (installment 1, 2, 3 and 4) in each year.

(For official purposes only)

### Verified by Admissions Department

Full Name

Date












Head of Admissions Department: \_\_\_\_\_



	UN Park to BMC (via Chakupat Road)
	UN Park to BMC (via Banglamukhi Road)
	Nabil Bank to BMC

**SCAN ME**  
for college location

