

# The British College

## Application Form

### Postgraduate Programme

<http://enrol.thebritishcollege.edu.np/pgcourses>

#### Partner Universities

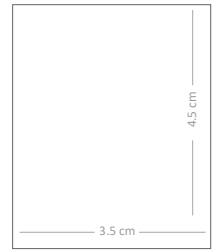
**UWE  
Bristol** | University  
of the  
West of  
England



**LEEDS  
BECKETT  
UNIVERSITY**

# Application for enrolment

Please print clearly (BLOCK letters) in English and return your application to the Admissions Department. Please tick boxes where appropriate. Alternatively you can apply online at <https://bit.ly/tbcapplynow>  
We will be unable to issue an offer unless we have full details of the student applying for the programme.



ID No. (for office use only)	MBA (Graduate) <input type="checkbox"/>	MSc Information and Technology <input type="checkbox"/>	MBA (Executive) <input type="checkbox"/>	MSc International Business Management <input type="checkbox"/>	(please tick)	Duration <input type="text"/>
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I would like to start my Postgraduate Programme in: January  March/April  September  Year

### Student details \*Denotes mandatory field – do not leave blank

Family name*		First name*		
Title	Date of birth* (dd/mm/yyyy)	Age	Gender* M <input type="checkbox"/> F <input type="checkbox"/>	Nationality*
Country of birth				
Current address				
Country				
Permanent address				
Email*				
Home Tel.* (including country code)		Mobile No.* (including country code)		

### Parent/alternative contact details \*Denotes mandatory field – do not leave blank if student is under 18 years of age

Name*		Relationship to student*		
Home address* (if different from student address)				
Country*				
Home Tel.* (including country code)		Mobile No.* (including country code)		
Email*				

### Payment of tuition fees

Self <input type="checkbox"/>	Parent/guardian <input type="checkbox"/>	Company sponsor <input type="checkbox"/>	Government sponsor <input type="checkbox"/>	(please tick)
Please give full name of sponsor				
Email				
Contact Detail				

### Accommodation

Do you require accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>	(please tick)	The Accommodation Team will contact you following your acceptance of the offer using the email address you have provided in this form. Further information about the available accommodation options can be found at <a href="https://www.thebritishcollege.edu.np/pages/accommodation-for-students/2/12">https://www.thebritishcollege.edu.np/pages/accommodation-for-students/2/12</a>
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### Medical/disability/special needs

If you have any disability, impairment or medical condition which may affect your studies please provide details below.

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# Previous education and course selection

Please give details of your current or previous school, college or university.

Institution/Examining Body	Qualifications	Period Attended (From - To)	Grade Received

Please attach copies of your academic transcripts (please include an explanation of the grading system). If the original documents are not in English, English translations are required (from a certified translator). Please also attach any other evidence of eligibility that is required for the course you have applied for (e.g. a letter of acceptance from a recognised University)

## English Language Proficiency

Please tick the following boxes that apply to you and attach the required information.

English was the language of instruction in  Primary Studies  Secondary Studies  Undergraduate Studies completed.

- TOEFL Score ( $\geq 80$ )  
 IELTS Overall Band Score ( $\geq 6.0$ )  
 Other

Attach relevant documentation and academic transcripts (as well as an explanation of the grading system)

Written  Excellent  Good  Fair  Weak

Spoken  Excellent  Good  Fair  Weak

## Employment Status

- Full-time employee  Part-time employee  
 Self-employed  
 Unemployed (seeking full-time work)  
 Unemployed (seeking part-time work)  
 Not employed (not seeking employment)

## Employment History

Name of Company	Position	Year	Brief Job Description
Current job			
Previous job			

# Student and Guardian

## Emergency Contact Details and Consent

### Student details

Family name	First name
Home address	Home Tel.
Mobile No.	Email Address

### Parents Information (Completion of either parent or guardian information is compulsory)

Name	Relationship to student
Home address	
Home Tel.	Mobile No.
Email	

### Guardian Contact Details (Completion of either parent or guardian information is compulsory)

Full Name	Relationship to student
Home address	
Home Tel.	Mobile No.
Email	
Other details	

By signing this declaration, I acknowledge that The British College may contact my parents/guardians at any time regarding:

- 1) My academic progress
- 2) Tuition fees or otherwise
- 3) Extra-curricular activities and trips
- 4) Any other relevant incidents

Student Signature	Date
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### How did you hear about us? (Check all that apply)

Choose one of the followings:

Agent <input type="checkbox"/>	Online <input type="checkbox"/>	Education Fair <input type="checkbox"/>	Friend/Relative <input type="checkbox"/>	Other <small>(please specify)</small>
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### Reason for Study

Of the following categories, which BEST describes your main reason for undertaking this course ? (Tick box only)

- |  |   |
|--|---|
| <input type="checkbox"/> To get a job                              | <input type="checkbox"/> To get a senior promotion in job |
| <input type="checkbox"/> It is a requirement of my job             | <input type="checkbox"/> To develop my current business   |
| <input type="checkbox"/> To change my course of study              | <input type="checkbox"/> To start a new business          |
| <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/> To try for a different career    |
| <input type="checkbox"/> Other reasons, please specify _____       |   |

# Acceptance of Offer

Student Declaration:

(for office use only)

Print name

ID

I, as named above, accept the offer from The British College. I agree to follow all the policies, rules, and regulations of the College. By signing this declaration, I acknowledge that TBC can take disciplinary action if I fail to adhere to the College Code of Conduct.

This declaration shall be placed in your student file.

Student Signature

Date

Witnessed by (TBC member of staff)

(please print name)

(designation)

Staff Signature

Date:

Do you know someone currently studying at the College ?  Yes  No

If Yes,

Full Name of the Student

Name of the Programme

Relationship to the Student

## REQUIRED DOCUMENTS

Before submission, confirm and match all relevant documents :

A) Required

- The completed application form
- All certificates and transcripts of your relevant qualifications. including certified English translations
- A copy of the relevant pages of your passport or citizenship
- A copy of any Nepal visa or evidence of previous academic studies in Nepal
- All academic transcripts/certificates (Secondary, Post Secondary or any other qualification)
- Curriculum Vitae

B) Recommended

- Certificate of English language evaluation test such as IELTS

C) Supplementary (if applicable)

- Your sponsor's letter
- Work experience letters

# TBC Refund Policy

1. Fees are non-refundable after the commencement of the course, or if the student stops attending or leaves the course before its completion or is suspended by the College owing to non-attendance, academic or behavioural misconduct etc.
2. Nepalese students may claim a refund of the course fee paid (less administrative charge of NPR 20,000/-) provided a written notice of cancellation is received by the College at least one month before the commencement date of the course. If the notice is not received in time, the applicable year's fees will be charged.
3. Should a student become ill and be forced to withdraw from the course, a refund of the following semester will be provided (NOT the current semester). It will be issued once medical certificates and certified letter from a licensed doctor is submitted to the College. Alternatively, a student may defer the rest of the course to a later date, at the discretion of the College.
4. On the student's request, and with a recommendation letter by the Programme Leader, the fees may be deferred for the same course commencing at a later date, up to a maximum of one semester.
5. Students shall deposit an amount of NPR 50,000/- as a security deposit, which will be refunded only after graduation. Deductions will be made if there is any damage of assets, unreturned or damaged books borrowed from the library, and other traceable damage due to the student's negligence or malicious intent.
6. International students requiring a student visa to enter Nepal may claim a refund of the tuition fee paid (less administrative charge of NPR 20,000/-) only if their visa application is unsuccessful and the College is informed about it prior to the commencement of the course. The application for a refund must be accompanied by an original copy of the refusal letter from the Nepalese Embassy, copies of all passport pages and the original documents of admission issued by the College. If the College is informed of the refusal after the commencement of the course, the applicable year's fees will still be deducted. After the commencement of any semester, the tuition fee for the year is not refundable and visa refusal during the semester entitles the student to a refund of the fees for subsequent years only.
7. If the visa authorities are supplied with fake papers, documents, and subsequently the visa is denied, no refund from the College will be made.
8. Full fees are refundable if for any reason the course is not conducted by the College.
9. A minimum of 4 weeks is needed for the processing of refunds.
10. No interest is paid on any refund payments.
11. No refunds are applicable where the student has postponed the commencement of their course.
12. All refunds are made subject to the approval of the CEO.
13. The College reserves the right to withdraw an advertised course or close a class section if enrolment is too low.
14. No refund will be made:
  - if a student has attended any part of the course and thereafter withdraws from the course; or
  - if the refund request is submitted more than one year from the date of the initial payment. At the discretion of management, a late request may be considered if the student has previously advised us (in writing) that they are appealing the refusal of their visa application.

*In order to claim a refund of tuition fees the student or sponsor must meet the following conditions:*

- Advise the College (Programme Leader) in writing of withdrawal from the course, or complete the 'withdrawal/deferral from programme' form one month before the start date of the course.
- Return their student ID card and other TBC property

# Essential Student Code of Conduct

All students must read the Student Code of Conduct below, sign the declaration, and submit it to the Admissions Department.

1. Students shall regard all the assets of the College as their own assets and handle them with the utmost care and respect.
2. Students shall show due respect to their peers, and the support staff and faculty of the College.
3. Students will be involved in various group learning or other student centered learning activities, but students shall not organise or get involved in any sort of politically motivated activity inside the College.
4. All disagreements and complaints have to be amicably settled. Students shall not take the recourse of violence or any other provocative or damaging behavior in order to handle any conflict inside the College.
5. Students shall not carry any weapons or fire arms on the College premises.
6. Students are not allowed to smoke cigarettes inside the College premises.
7. Students shall never carry or consume any illegal drugs or other intoxicating substances on the College premises. Nor shall students shall enter the College premises under the state of intoxication.
8. Students are required to maintain at least 80% attendance, and to be punctual in class. Students should refer to the Student Attendance and Disciplinary Policy for further details.
9. Students shall submit assignments no later than the time specified by the course facilitators, otherwise they run the risk of failing that assignment.
10. Students shall not be involved in any unethical practice of cheating, plagiarism, or misconduct in an examination. TBC will follow the procedures of the respective university in case of suspected unfair practice.
11. Students must pay their fees in accordance with the TBC payment plan and adhere to all payment regulations.
12. Failure to comply with the aforementioned Code of Conduct may lead to various disciplinary actions, up to full expulsion from the College. The procedure mentioned in the student attendance and disciplinary policy will also be applied in this regard.

*Students should be aware that infringement of numbers 4, 5 and 6 above may lead to immediate expulsion from the College.*

I declare that I have read all the essential College Code of the Conduct and agree to abide by it. I further accept any actions taken by the College in case of my failure to compliance.

Name of the student

Student Signature

# Terms and Conditions

1. Should you submit any deliberately falsified information, you acknowledge that your application will be automatically void.
2. By submitting this application, you acknowledge that, should you not pay your deposit within the allotted time frame, your application will be delayed until the next term. Should it still not be paid at all, your offer will become void.
3. By submitting this application, you acknowledge that should you not submit any of the required documents within the allotted time frame, your application will be delayed until the next term, and should they still not be submitted by the start of the following term, your offer will become void.
4. By submitting this form, you acknowledge that should you not select any exemption option, when submitting your application, you will automatically start the course from the beginning, regardless of any other courses or modules you have already undertaken.
5. By selecting an exemption, you acknowledge that you have to follow the guidelines for applying for exemption. These are:
  - i) When applying for MODULE EXEMPTION, you must submit the exemption form along with your application, and any appropriate evidence.
  - ii) Failure to follow the correct guidelines will cause your exemption application to become void and you will be required to undertake the whole course.
6. By completing and submitting this Student Application Form to TBC, you are proving your intention to apply for a place on the relevant course. You agree that if TBC issues you with a letter of acceptance (which is entirely at TBC's discretion) that this can lead to you being enrolled on the course with TBC by the cut-off date.
7. A letter of acceptance/an offer issued by anyone other than TBC is not valid, and you shall inform TBC if you have received such a letter.
8. Before enrolling, you must obtain a copy of the TBC Student Handbook and carefully read all sections. Before enrolling you must also review TBC's fee structure from the Course Fees Sheet.
9. By enrolling, you are considered to have accepted the offer in the letter of acceptance and are deemed to have read, accepted, and agreed to abide by the terms and conditions in this Student Application Form, the Course Information Booklet, and the rules and regulations in the TBC Student Handbook.
10. You shall pay all TBC fees directly to TBC as directed on the TBC website. You acknowledge and agree that TBC's fees may change from time to time and the new course fees will apply to all students notwithstanding when the fees were changed.
11. Any amounts paid by you to TBC shall not be assignable or transferable towards the credit or benefit of another student or for any other matter (subject to the fees in the Credit Policy detailed in the TBC Student Handbook).
12. You acknowledge that if you do not correctly enrol in courses by the relevant enrolment dates, you are not entitled to attend classes for those modules, or submit assignments or exams. If you do submit assignments or exams when not correctly enrolled, TBC will not mark these papers and will discard them.
13. You acknowledge that you will pay any installments or outstanding payments within the deadline set by the College. If you do not pay the fees then TBC reserves the right to refuse to mark your papers, and/or suspend/ban you from classes, facilities, and exams.
14. TBC further reserves the right to make any modifications to the course delivery, tutorials, exam schedule, or assessments, without prior notice. Some students may be merged into different intakes or be moved from intake to intake, as approved by TBC, so class size may vary.
15. You declare that, to the best of your knowledge, the information provided by you in this Student Application Form (and all documentation attached to, accompanying, or sent in relation to this Student Application Form) is true and complete in every particular. You acknowledge their decision regarding admission, enrolment, or registration made on the basis of any misrepresentations or incorrect or incomplete information provided by you, or any breach of the TBC Student Handbook. You agree with TBC making enquiries to any institution (including but not limited to universities or colleges) or to any person to confirm the qualifications that you have obtained and any other details set out in the Student Application Form. Furthermore, you agree to providing this Student Application Form to these institutions and persons as proof of your consent.
16. You give your consent to the appropriate Nepalese authorities to have access to your academic records as part of any audit of TBC in accordance with relevant Nepalese legislation.
17. You agree that TBC may use or disclose your information for marketing purposes but only to the extent permitted by the relevant privacy legislation.
18. Should you wish to withdraw your application, you must inform us immediately.
19. You have read, understood, and agreed to the terms and conditions in this Student Application Form.
20. I accept that if, The British College runs online classes because of government restrictions on face to face class delivery I/guardian will not raise any objection on the matter in the future.

**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 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 sharing the information on this form with The British College.

Student Signature

Date

Print full name

Any offer will be made subject to acceptance of our terms and conditions.

The current terms and conditions can be viewed at <https://www.thebritishcollege.edu.np/pages/term-and-conditions/2/59>