



**BRITISH  
EDUCATION  
GROUP**  
*Rethinking Education*

# Association of Chartered Certified Accountants (ACCA)

## Application Form



BPC is a part of the British Education Group, managed and promoted by The British College.

# Application for enrolment

Please fill in this application completely and honestly as this will help speed up your application. Any falsified information will result in your application being rejected automatically.



ID No. (for office use only)	Full ACCA* <input type="checkbox"/>	Semi ACCA** <input type="checkbox"/>	BSc (Hons) Opt*** <input type="checkbox"/> (please tick)	Duration <input type="text"/>
I would like to start ACCA in: June <input type="checkbox"/> September <input type="checkbox"/> December <input type="checkbox"/> March <input type="checkbox"/>				Year <input type="text"/>

## 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"/> O <input type="checkbox"/>	Nationality*
Country of birth				
Current address				
Country				
Permanent address				
Email*				
Home Tel.* (including country code)		Mobile No.* (including country code)		

## Accommodation

Do you require accommodation? Yes ☐ No ☐ (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 <https://www.thebritishcollege.edu.np/pages/accommodation-for-students/2/12>

## Medical/disability/special needs

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

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\*Applied Knowledge + Applied Skills + Strategic Professional

\*\*Applied Skills + Strategic Professional

\*\*\* BSc (Hons) in Applied Accounting

# 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 your eligibility for the course you have applied for (e.g. a letter of acceptance from a recognised University)

## Payment of Tuition Fees/Financial Support

Source of financial support	
Name of person paying fee (for invoice purposes)	
Address of person paying fee (for invoice purposes)	
Parent occupation	Source of income
Telephone	Mobile No.
Email Address	

## Employment Status

☐ Full-time employee
 ☐ Part-time employee
 ☐ Self-employed
 ☐ Unemployed (seeking full-time work)

## Employment History

Name of Company	Position	Year	Brief Job Description
Current job			

## 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)

### B) Recommended

- ☐ Certificate of English language evaluation test such as IELTS
- ☐ Curriculum Vitae

### C) Supplementary (if applicable)

- ☐ Your sponsor's letter
- ☐ Work experience letters

# Guardian/Parents

Emergency Contact Details and Consent

## Parents Information (Compulsory)

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

## Guardian Contact Details (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:

Education Partner <input type="checkbox"/>	Online <input type="checkbox"/>	Education Fair <input type="checkbox"/>	Friend/Relative <input type="checkbox"/>	Other (please specify)
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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	

# BPC 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. Only Security Deposit shall be refunded after fee payment.
3. On the student's request and recommendations by the Course Leader, the fees may be deferred for the same course commencing at a later date, up to a maximum of one semester.
4. A minimum of 4 weeks is needed for the processing of refunds.
5. No interest is paid on any refund payments.
6. No refunds are applicable where the student has postponed the commencement of their course.
7. All refunds are made subject to the approval of the CEO.
8. The College reserves the right to withdraw an advertised course for which insufficient numbers of students enrol and to close any class if low number attending make it no longer viable.
9. No refund will be made:
  - if a student has attended any part of the course and thereafter withdraws from the course.
  - 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 Manager) in writing of withdrawal from the course complete ('withdrawal/deferral from programme' form) one month before the start date of the course.
- Return their student ID card and other BPC 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 utmost care and respect.
2. Students shall show due respect to their peers, support staff and faculties 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 and damaging behavioral to handle any conflict inside the College.
5. Students shall not carry any weapons or fire arms inside the College premises.
6. Students are not allowed to smoke cigarette inside the college premises.
7. Students shall never carry or consume any illegal drugs or other intoxicating substances inside the College premises. Students shall not enter the College premises under the state of intoxication either.
8. Students are required to maintain at least 75% attendance, and are required to be punctual in class. Students shall 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. BPC will follow the procedures of the respective university in case of suspected unfair practice.
11. Students must pay their fees in accordance with the BPC 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 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 code of the College and agree to abide by it and also accept any actions taken by the College in case of my failure to compliance.

Name of the student

Student Signature

# Other Policy

College is liable for exam fees (1st attempt) only up-to next twelve months from start date of class attended by the student or maximum of 48 months from the date of signing the contract or start of first session (whichever comes earlier). College shall only be liable for exam fees once the student has attended class. In case of deferred session or exam attempts, or any other issues, final right remains with the college. For session deferral, a deferral fee of Nrs 5,000 shall be charged and student is expected to give prior notice to college for session deferral.

For students who do not opt for BSc (Hons.) in applied accounting, the same fee to be deducted from last two instalment sessions (group). For students who are eligible for scholarship, scholarship amount will be deducted from third and fourth instalment sessions (group).

For package based scholarship claim, student will need to maintain minimum of 75% attendance.

☐ I allow the College permission to access myACCA dashboard for exam booking & payment, annual subscription payment and any other activity related to ACCA where applicable. In case of change in circumstances, I will provide written application to the College, specifically stating of non-access, to college to myACCA dashboard. College shall have the final right for any changes in fee structure or ACCA related payments.

I/WE HAVE READ AND UNDERSTOOD THIS AGREEMENT, AND I/WE ACCEPT AND AGREE TO ALL OF ITS TERMS AND CONDITIONS. I/WE ENTER INTO THIS AGREEMENT VOLUNTARILY, WITH FULL KNOWLEDGE OF ITS EFFECT.

Student's Name	<input type="text"/>		
Student's Signature	<input type="text"/>	Date	<input type="text"/>
Parents'/Guardian's Name	<input type="text"/>		
Parents'/Guardian's Signature	<input type="text"/>	Date	<input type="text"/>

# 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, it 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, it 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 exemptions based on past qualification, you must submit the exemption form along with your application along with 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 BPC, you are proving your intention to apply for a place in the relevant course. You agree that if BPC issues you with a letter of acceptance (which is entirely at BPC's discretion) then this can lead to enrolling (i.e. nominating and paying for) you in the course with BPC by the cut-off date.
7. A letter of acceptance/an offer issued by anyone other than BPC is not valid, and you shall inform BPC if you have received such a letter.
8. Before enrolling, you must obtain a copy of the BPC Student Handbook and carefully read all sections. Also, before enrolling, you must review BPC's fee structure from a 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 BPC Student Handbook.
10. You shall pay all BPC fees directly to BPC as directed in the BPC website. You acknowledge and agree that BPC'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 BPC 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 BPC Student Handbook)
12. BPC is not obliged to, and will not refund to you, any fees paid or causes to be paid to BPC.
13. You acknowledge that if you do not correctly enrol in (i.e. nominate and pay for) courses by the relevant enrolment dates, you are not entitled to attend classes for those modules or submit assignments or sit exams. If you do submit assignments, or sit exams when not correctly enrolled, BPC will not mark these papers and will discard them.
14. You acknowledge that you will pay any instalment or outstanding payments within the deadline set by the College. If you do not pay the fees then BPC reserves the right to refuse to mark your papers, and /or suspend/ban you from classes, facilities and exams.
15. BPC reserves the right to modify, alter or withdraw any modules or any course and/or to make modifications to the course delivery and tutorial or 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 BPC, so class size may vary.
16. 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 that BPC may vary or reverse the 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 BPC Student Handbook. You agree with BPC 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 a proof of your consent.
17. You give your consent to the appropriate Nepalese authorities having access to your academic records as part of any audit of BPC in accordance with relevant Nepalese legislation.
18. You agree that BPC may use or disclose your information for marketing purposes but only to the extent permitted by the relevant privacy legislation.
19. Should you wish to withdraw your application, you must inform us immediately.
20. You have read, understood and agreed to the terms and conditions in this Student Application Form.

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

