



**BRITISH  
EDUCATION  
GROUP**  
*Rethinking Education*

Form Number:

# British Model College

## Application Form

### A Level Programme

Applicant:

Stream:

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 All prospective students are required to undergo a Computer Based Test (CBT). Following successful completion, shortlisted candidates will be invited to participate in an interview, accompanied by their parent or guardian. Admission eligibility is contingent upon passing both the CBT and interview assessments.
- 1.1.2 Payment of all fees within the specified timeframe is mandatory to finalize the admission process. Failure to adhere to this requirement will result in the forfeiture of the seat, which may then be offered to a next candidate on the waiting list.
- 1.1.3 The management reserves the right to request original certificates from students for verification purposes. Hence, it is strongly advised for students to maintain all original documents readily accessible for verification, as necessary. Please note that this verification process may occur subsequent to the completion of the admissions process.
- 1.1.4 British Model College (BMC) retains the discretion to disqualify applicants for failure to submit required documents within stipulated deadlines or for the provision of false information.
- 1.1.5 In addition to the CBT and interview assessments, the admissions process considers the applicant's academic background, potential, achievements, credentials, and career aspirations.
- 1.1.6 The decisions made by the Admission Committee regarding all matters are deemed final and non-negotiable.
- 1.1.7 Upon admission to BMC, students are obligated to adhere to all terms and conditions outlined in the Student Handbook, which will be provided for their reference.

## 1.2 Eligibility for A Level

Students must have passed the Secondary Education Examination (SEE) or equivalent. Students must provide a copy of their SEE (or equivalent board) mark-sheet, along with a Character Certificate to the College after the results are published.

## 1.3 Required Documents

- 1.3.1 Marksheet of SEE (or equivalent board)/Class X internal examination of the school.
- 1.3.2 A recently taken PP photo.
- 1.3.3 Certificates of awards or scholarships earned at school, if any.
- 1.3.4 Birth Certificate/Citizenship/Passport
- 1.3.5 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 The CBT will serve as the means to evaluate eligibility for admission offers and merit-based scholarships.

## 1.6 Interview

- 1.6.1 Applicants are requested to bring their parent/guardian during the interview.
- 1.6.2 Applicants are advised to attend the interview at stipulated time and date.
- 1.6.3 Applicant are advised to bring the required documents.

## 1.7 Our Policies

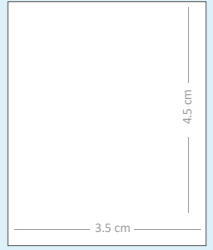
- 1.7.1 After the successful completion of the enrollment procedure, the student must pay all admission charges according to their subject/stream (as stated in Annexure 1 of the Application). After the enrollment fee have been paid, the student will be registered for the A Level programme.
- 1.7.2 Admission 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; each installment is comprised of three 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 If you are a high achiever student (i.e. securing top scores in the examination sessions), you agree to share your information 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 If fees remain unpaid beyond the specified deadline, the College management retains the authority to prevent students from participating in internal examinations, school assessments, or Cambridge Assessment International Education (CAIE) Examination. Furthermore, the issuance of official letters or documents for educational purposes or career placement may be withheld. Such actions could ultimately result in the termination of the student's enrollment.
- 1.7.8 For the Scholarship Scheme please refer to Annexure 2 of the form.

## 1.8 Refund Policy

- 1.8.1 Once the admissions process is completed and a student wishes to withdraw from the programme without attending a single class, a deduction of NRS 50,000 will be done from their initial deposit. This deduction covers administrative expenses related to the admissions procedure.
- 1.8.2 Fees paid are considered non-refundable in the event that a student discontinues attendance subsequent to the commencement of the course, withdraws before its conclusion, or undergoes suspension or expulsion by the College as a result of disciplinary measures enforced by the College Disciplinary Committee (CDC). For comprehensive information, kindly refer to the provisions outlined in the Student Handbook.
- 1.8.3 The admission charge includes 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 the Security Deposit will be forfeited.
- 1.8.4 Students may only claim a refund of the 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.
- 1.8.5 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 hospital, doctor must be submitted to the College. Following verification 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 for a Security Deposit refund only. If the same withdrawn student wants to continue the A Level programme in the next session, he/she has to restart the whole process from the beginning.
- 1.8.6 A minimum duration of four weeks is required for the processing of a refund.
- 1.8.7 No interest is paid on any refund payments.
- 1.8.8 For international students, if the visa is refused on fraudulent grounds by the visa authorities no refund will be granted.

# 2. Application Form

Please complete this form completely and accurately based on your knowledge and the information available to you. This will help to speed up your admission process.



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

Previous School Name and Address	Exam Board	Level	Passed Month/Year	Grade Received
<input type="text"/>	<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 stated below)

Name of person or organisation

Address of person or organisation

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

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

### Non - Science

English General Paper

Sociology

Accounting

Psychology

Economics

Business

Art & Design

Mathematics

Computer Science

## 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 BMC?

- TV Ad       Newspaper Ad       Education Fair       Brochure  
 Instagram/Facebook       Presentation       Google       Word of Mouth

Other (Please Specify)

## 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), hereby authorise BMC to conduct inquiries deemed necessary to verify the applicant previous qualifications from any school or similar institution. I affirm that the information provided in this document is accurate to the best of my knowledge, and I pledge to promptly inform BMC of any changes. I acknowledge that BMC reserves the right to revoke any decision based on inaccurate or incomplete information provided by me. I have carefully reviewed and followed all the guidelines, policies, rules, and regulations outlined herein, and I hereby accept and agree to abide by them.

Signature	<input type="text"/>	Signature	<input type="text"/>
Name of Parent/Guardian	<input type="text"/>	Name of Applicant	<input type="text"/>
Relationship with the Applicant	<input type="text"/>	Date	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

Witnessed by (TBC/BMC Staff)

<input type="text" value="(Name)"/>	<input type="text" value="(Designation)"/>
<input type="text" value="(Signature)"/>	Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>



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

**SCAN ME**  
for college location





*Discover a better you!*



1. Chakupat, Lalitpur  
2. Trade Tower, Thapathali, Kathmandu



+977 9823576995 | 01-5970003  
01-5269660 | 01-5269659



[www.thebritishcollege.edu.np](http://www.thebritishcollege.edu.np)  
[Info@britishmodelcollege.edu.np](mailto:Info@britishmodelcollege.edu.np)