



**BRITISH
EDUCATION
GROUP**

Rethinking Education

Postgraduate Programme

Application Form

Partner Universities



ID No.

Application for Enrolment

Please fill out this form in BLOCK LETTERS in English and submit it to the Admissions Department.
Tick the appropriate boxes where necessary.

☐ Weekend MSc IT

☐ Weekend MBA (Executive)

☐ MBA (Graduate)

Intake January/February ☐

March/April ☐

August/September ☐

Year

Duration

Student Details

First Name

Middle Name

Last Name

Date of birth (dd/mm/year)

Age

Gender M ☐ F ☐ O ☐

Nationality

Temporary Address

Permanent Address

Email

Contact

Guardian Details

Name

Email

Contact

Relationship to Student

Address

Occupation

Emergency Contact

Name

Email

Contact

Relationship to Student

Address

Occupation

Financial Support

Self ☐

Parents/Guardian ☐

Company Sponsor ☐

Government Sponsor ☐

Full Name of Sponsor

Email

Mobile Number

Telephone Number

Accommodation

Do you require accommodation? ☐ Yes ☐ No

The Accommodation Team will contact you following the acceptance of your offer using the email address you have provided on this form.

Medical/Disability/Special Needs

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

Previous Education & Course Selection

Provide details of your current or previous educational institutions.

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

Please attach copies of your academic transcripts (including 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 that you have applied for (e.g., a letter of acceptance from a recognised university).

Reason for Study

Understanding your main reason for undertaking this course helps us tailor our support and services to better meet your needs. Please tick the category that best describes your primary motivation.

- ☐ To get a job
- ☐ To get a promotion in my job
- ☐ It is a requirement of my job
- ☐ To develop my current business
- ☐ To change my course of study
- ☐ To start my own business
- ☐ Other reasons, please specify: _____

Employment Status

Knowing your employment status helps us understand your potential support needs and how to better assist you during your studies. Please tick all that apply to you.

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

Employment History

Name of Company	Position	Year
Current Job		
Previous Job		

English Language Proficiency

Indicate your level of proficiency and attach relevant documents.

English was the language of instruction in:

- ☐ Primary Education
- ☐ Secondary Education
- ☐ Undergraduate Studies
- ☐ IELTS Score (minimum 5.5)
- ☐ TOEFL Score
- ☐ Other _____

How did you hear about us?

- ☐ Phone call
- ☐ Expo/Fair
- ☐ Referral
- ☐ TV
- ☐ Google
- ☐ Online Portals:
- ☐ Presentation Session
- ☐ Print Ad
- ☐ Agency
- ☐ Billboard/Signage
- ☐ LinkedIn/Facebook/Instagram

Acceptance of Offer

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 will be placed in your student file.

Signature (Student)

Date: (dd/mm/year)

Signature (Staff)

Date: (dd/mm/year)

Do you know someone currently studying at the college?

☐ Yes ☐ No

If Yes,

Were you referred by someone?

☐ Yes ☐ No

If Yes,

Required Documents

A) Required Documents:

- ☐ Completed application form.
- ☐ All academic transcripts/certificates (Secondary, Post-Secondary, or other qualifications).
- ☐ Certificates and transcripts of relevant qualifications, including certified English translations.
- ☐ Copy of relevant pages of your passport or citizenship documents.
- ☐ Copy of Nepali visa or evidence of previous academic studies in Nepal.
- ☐ CV (required for EMBA applicants).

B) Supplementary Documents (if applicable):

- ☐ Sponsor's letter
- ☐ Work experience letters.

C) Recommended Documents:

- ☐ Certificate of English language proficiency (e.g., IELTS).

Personal Statement (250 words)

This is your chance to tell us something about yourself. How have your experiences—in school, sports, your community, clubs, extracurricular activities, hobbies, or interests—shaped who you are today? And tell us what has led to your chosen field of study and how this degree relates to your career and life goals.

[illegible]

TBC Refund Policy

1. Fees are non-refundable after the commencement of the course, or if the student stops attending, leaves the course before completion, or is suspended by the College due to non-attendance, academic, or behavioural misconduct, etc.
2. Nepalese students may claim a refund of the course fees paid (minus an administrative charge of NPR 50,000/-) provided a written notice of cancellation is received by the College at least one month before the course commencement date. If the notice is not received on time, the applicable year's fees will be charged.
3. If a student becomes ill and is forced to withdraw from the course, a refund for the following semester will be provided (NOT the current semester). This will be issued once medical certificates and a certified letter from a licensed doctor have been 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 from a Programme Leader, 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 for any damage to assets, unreturned or damaged books borrowed from the library, or any 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 fees paid (minus the administrative charge of NPR 50,000/-) only if their visa application is unsuccessful and the College is informed about it before the course commencement date. The refund application must include an original copy of the refusal letter from the Nepalese Embassy, copies of all passport pages, and the original admission documents issued by the College. If the College is informed of the refusal after the course commencement date, the applicable year's fees will still be deducted. After the commencement of any semester, the tuition fee for the year is non-refundable, and a 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 or documents and the visa is denied, no refund will be made by the College.
8. Full fees are refundable if the course is not conducted by the College for any reason.
9. A minimum of 4 weeks is needed for processing 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. The College reserves the right to withdraw an advertised course or close a class section if enrolment is too low.
13. No refund will be made:
 - If a student has attended any part of the course and then 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 the College (in writing) that they are appealing the refusal of their visa application.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 programme' form no later than one month before the course start date.
 - Return their student ID card and any other TBC property.
14. University termination clause.

Essential Student Code of Conduct

All students are required to 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 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-centred learning activities but shall not organise or get involved in any politically motivated activity inside the College.
4. All disagreements and complaints have to be amicably settled. Students shall not resort to violence or any other provocative or damaging behaviour to handle any conflict inside the College.
5. Students shall not carry any weapons on the College premises.
6. Students are strictly prohibited from smoking cigarettes or using any form of tobacco or alcohol within the college premises.
7. Students shall never carry or consume illegal drugs or other intoxicating substances on College premises, nor shall they enter the College premises in a 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 risk 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.
13. Students are strictly prohibited from wearing attire such as shorts, slippers, capris, crop tops, or any form of athletic apparel, including yoga pants.

Students should be aware that violating rules 4, 5, 6, and 7 may result in immediate expulsion from the College.

I acknowledge that I have read the entire College Code of Conduct and agree to adhere to its guidelines. Additionally, I accept any actions the College may take if I fail to comply.

Name (Student)

Signature (Student)

Terms and Conditions

1. If you submit any deliberately falsified information, your application will be automatically void.
2. If you do not pay your deposit within the allotted time frame, your application will be delayed until the next term. If the deposit remains unpaid, your offer will become void.
3. If you do not submit the required documents within the allotted time frame, your application will be delayed until the next term. If the documents are still not submitted by the start of the following term, your offer will become void.
4. If you do not select any exemption option when submitting your application, you will start the course from the beginning, regardless of any prior courses or modules you have completed.
5. By selecting an exemption, you acknowledge the guidelines for applying for exemption:
 - 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 void your exemption application, and you will be required to undertake the entire course.
6. By completing and submitting this Student Application Form to TBC, you are indicating your intention to apply for a place on the relevant course. If TBC issues you a letter of acceptance (at TBC's discretion), this can lead to your enrolment in the course by the cut-off date.
7. A letter of acceptance or an offer issued by anyone other than TBC is not valid. Inform TBC if you receive such a letter.
8. Before enrolling, obtain and read the TBC Student Handbook and review TBC's fee structure from the Course Fees Sheet.
9. By enrolling, you accept the offer in the letter of acceptance and agree 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. TBC's fees may change from time to time, and new course fees will apply to all students regardless of when the fees were changed.
11. Any amounts paid to TBC are not 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. If you do not enrol in courses by the relevant deadlines, you will not be permitted to attend classes, submit assignments, or take exams for those modules. Assignments or exams submitted without proper enrolment will not be graded and will be disregarded.
13. You agree to pay all instalments or outstanding fees by the College's deadline. Failure to do so may result in TBC refusing to mark your papers, suspending or banning you from classes and facilities, restricting exam participation, limiting progression, or deregistering you from the course.
14. TBC reserves the right to make any modifications to course delivery, tutorials, exam schedules, or assessments without prior notice. Some students may be merged into different intakes or moved from intake to intake, as approved by TBC, causing class sizes to vary.
15. You declare that, to the best of your knowledge, the information provided in this Student Application Form (and all attached, accompanying, or sent documentation) is true and complete. TBC reserves the right to withdraw you from the course and take further action if any information is found to be misrepresented or incomplete. You agree that TBC may make inquiries to any institution or person to confirm the qualifications you have listed.
16. You consent to the appropriate Nepalese authorities accessing your academic records as part of any audit of TBC in accordance with relevant Nepalese legislation.
17. TBC may use or disclose your information for marketing purposes, but only to the extent permitted by relevant privacy legislation.
18. If you wish to withdraw your application, inform TBC immediately.
19. You have read, understood, and agreed to the terms and conditions in this Student Application Form.
20. If The British College runs online classes due to government restrictions on face-to-face class delivery, neither you nor your guardian will raise any objection to the matter in the future.
21. TBC offers scholarships and discounts. To receive them, you must follow the payment plan agreed upon during enrolment. Failure to pay fees on time will result in scholarship cancellation.

Declaration: I hereby declare that the details provided in this document are accurate to the best of my knowledge, and I commit to promptly inform you of any changes. If any of the information is found to be false, untrue, or misleading, I understand that I may be held liable. I also authorize the sharing of the information on this form with The British College.

Name (Student)

Signature (Student)

Date (dd/mm/year)

Parent's Declaration: I hereby give permission for my son or daughter to enrol at The British College. I understand and accept the terms and conditions regarding programme requirements and financial obligations.

Name (Parent's/Guardian's)

Signature (Parent's/Guardian's)

Date (dd/mm/year)

We are *thebritishcollege* .edu.np

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