



**BRITISH
EDUCATION
GROUP**

Rethinking Education



British Model College

Admission Application Form

Cambridge International AS & A Levels

Form Number:

Applicant:

Stream:

Science

Non - Science



Chakupat, Lalitpur
Trade Tower, Thapathali, Kathmandu



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1. GUIDELINES FOR ADMISSION APPLICATION

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

1.1 Eligibility for A Level

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

1.2 Admission Procedure

- 1.2.1 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 assessment.
- 1.2.2 Payment of all fees as per the fee plan in Annexure 1 must be paid within 7 days of admission acceptance in order to finalize the admission process. Failure to adhere to this requirement will result in the forfeiture of the seat, which may be offered to a next candidate on the waiting list.
- 1.2.3 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, failure to which applicant will be disqualified.
- 1.2.4 The decisions made by the Admission Committee regarding all matters are deemed final and non-negotiable.
- 1.2.5 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.

1.3 Required Documents

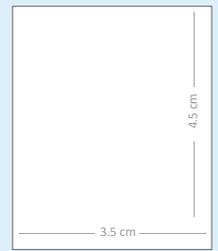
- 1.3.1 Marksheet of SEE (or equivalent board)/10th Grade internal examination of the school.
- 1.3.2 A recently taken PP photo.
- 1.3.3 Certificates of awards or scholarships earned at school, if any.
- 1.3.4 Birth Certificate/Citizenship/Passport
- 1.3.5 Character/Transfer Certificate and/or Recommendation letter from the Principal/Vice Principal or a teacher of the last attended school.

1.4 Our Policies

- 1.4.1 After the successful completion of the admission procedure, the student must pay all the charges according to their subject combination/stream as stated in Annexure 1. After the fee have been paid, the student will be registered for the Cambridge International AS & A Levels programme.
- 1.4.2 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.
- 1.4.3 Monthly fees will be collected in four installments per year: 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.
- 1.4.4 The fee structure in Annexure 1 does not include fee for CAIE exam registration, field trips, social get together, symposium, youth programme, extend school hour tutorial classes, resedintal facilitites, books & stationeries, college dresses and Ministry of Education (MoE) charges.
- 1.4.5 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.
- 1.4.6 If fees remain unpaid beyond the succeeding triminister (3 months'), the College management retains the authority to prevent students from participating in internal examinations, school assessments, or Cambridge Assessment International Education (CAIE) Examinations. 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.
- 1.4.7 For the Scholarship Scheme please refer to Annexure 2.
- 1.4.8 Fees paid are considered non-refundable in the event that a student discontinues the course or withdraws whatsoever be the reason or undergoes suspension/expulsion by the college administration as a result of disciplinary measures enforced by the College Disciplinary Committee (CDC).
- 1.4.9 If a student withdraws after booking admissions without attending any classes, Rs 50,000 will be deducted from the initial deposit to cover administrative expenses. The enrollment charge includes the Security Deposit, which is refundable only after the successful completion of AS & A Level Programme at BMC. In case of withdrawal or cancellation of admission, discountinuation of the course or expulsion, the Security Deposit will be forfeited.
- 1.4.10 Student must have minimum 85% of class attendence report with no disciplinary offense record and must qualify in trimester/mock/CAIE qualifying exam in order to be eligible for the CAIE exam registration as a regular candidate. However, student may register as a private candidate incase of failure in aforementioned terms & condition.

2. Admission 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	GPA/CGPA
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2.5 Select the Subject and Stream

Please visit www.cambridgeinternational.org for detailed information about the courses.

Science

- | | |
|--|---|
| <input type="checkbox"/> English General Paper | <input type="checkbox"/> Biology |
| <input type="checkbox"/> Physics | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Computer Science |

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

Non - Science

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> English General Paper | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Business |
| <input type="checkbox"/> Art & Design | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Computer Science | |

2.6 Applicant's Desired Co-curricular Activities

- | | | |
|---|--|---|
| <input type="checkbox"/> Games and Sports | <input type="checkbox"/> Literary Activities | <input type="checkbox"/> Photography/Media |
| <input type="checkbox"/> Adventure Sports | <input type="checkbox"/> Traveling | <input type="checkbox"/> Other please specify |
| <input type="checkbox"/> Theatre/ Performing arts | <input type="checkbox"/> Music | <input type="text"/> |

2.7 How did you hear about the BMC?

- | | | | | |
|---|---------------------------------------|---|--|------------------------|
| <input type="checkbox"/> TV Ad | <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Education Fair | <input type="checkbox"/> Brochure | Other (Please Specify) |
| <input type="checkbox"/> Instagram/Facebook | <input type="checkbox"/> Presentation | <input type="checkbox"/> Google | <input type="checkbox"/> Word of Mouth | <input type="text"/> |

2.8 Do you require the Transportation Service?

- Yes No If 'Yes' please mention the nearest bus stop
-

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 admission application guidelines, policies, rules, and regulations outlined herein along with Annexure 1 (Fee Structure) and Annexure 2 (Scholarship Scheme), and I hereby accept and agree to abide by them.

Signature

Name of Parent/Guardian

Relationship with the Applicant

Signature

Name of Applicant

Date

Witnessed by
(TBC/BMC Staff/Designation)

(Signature)