

British Professional College

Application for enrolment

		<input type="checkbox"/>	<input type="checkbox"/>

P / *Denotes mandatory field – do not leave blank if student is under 18 years of age

P ^m

Self <input type="checkbox"/>	Parent/guardian <input type="checkbox"/>	Company sponsor <input type="checkbox"/>	Government sponsor <input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

--	--

Student and Guardian

Emergency Contact Details and Consent

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

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

G	
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
-------------------	------

H				
Choose one of the followings:				
Agent <input type="checkbox"/>	Online <input type="checkbox"/>	Education Fair <input type="checkbox"/>	Friend/Relative <input type="checkbox"/>	Other (please specify)

Do you know someone currently studying at the college ? <input type="checkbox"/> Yes <input type="checkbox"/> 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. Full fees are refundable if for any reason the course is not conducted by the College.
5. A minimum of 4 weeks is needed for the processing of refunds.
6. No interest is paid on any refund payments.
7. No refunds are applicable where the student has postponed the commencement of their course.
8. All refunds are made subject to the approval of the CEO.
9. 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.
10. 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

BPC Refund and Other Policy

O ✓ P,

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 10,000 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 dashbord. 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 MODULE EXEMPTION, 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.