

# The British College

Application Form

Postgraduate Programme


<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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# 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 eligibility that is required for the course you have applied for (e.g. a letter of acceptance from a recognised University)

## English Language Proficiency

Please tick the following boxes that apply to you and attach the required information.

English was the language of instruction in  Primary Studies  Secondary Studies  Undergraduate Studies completed.

- TOEFL Score ( > 80)  
 IELTS Overall Band Score ( > 6.0)  
 Other

Attach relevant documentation and academic transcripts (as well as an explanation of the grading system)

Written

## Employment Status

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

## Employment History

Name of Company	Position	Year	Brief Job Description
Current job			
Previous job			

# Student and Guardian

Emergency Contact Details and Consent

## Student details

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

## Parents Information

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

## Guardian Contact Details

Full Name	Relationship to student
Home address	
Home Tel.	Mobile No.
Email	
Other details	

Student Signature

Date

## Reason for Study

Of the following categories, which BEST describes your main reason for undertaking this course ? (Tick box only)

- |  |   |
|--|---|
| <input type="checkbox"/> To get a job                              | <input type="checkbox"/> To get a senior promotion in job |
| <input type="checkbox"/> It is a requirement of my job             | <input type="checkbox"/>                                  |
| <input type="checkbox"/> To change my course of study              | <input type="checkbox"/>                                  |
| <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/>                                  |
| <input type="checkbox"/> Other reasons, please specify _____       |   |

[Empty input field]

I, as named above, accept the offer from The British College. I agree to follow all the polices, rules,

[Empty input field]

[Empty input field]

[Empty input field]

[Empty input field]

[Empty input field]

[Empty input field]

# TBC 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. Nepalese students may claim a refund of the course fee paid (less administrative charge of NPR 20,000/-) provided a written notice of cancellation is received by the College at least one month before the commencement date of the course. If the notice is not received in time, the applicable year's fees will be charged.
3. Should a student become ill and be forced to withdraw from the course, a refund of the following semester will be provided (NOT the current semester). It will be issued once medical certificates and certified letter from a licensed doctor is 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 letter by the Programme Leader, the 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 6,000/- as a security deposit, which will be refunded only after graduation. Deductions will be made there is any damage of assets, unreturned or damaged books borrowed from the library, and 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 fee paid (less administrative charge of NPR 20,000/-) only if their visa application is unsuccessful and the College is informed about it prior to the commencement of the course. The application for a refund must be accompanied by an original copy of the refusal letter from the Nepalese Embassy, copies of all passport pages and the original documents of admission issued by the College. If the College is informed of the refusal after the commencement of the course, the applicable year's fees will still be deducted. After the commencement of any semester, the tuition fee for the year is not refundable and 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, documents, and subsequently the visa is denied, no refund from the College will be made.
8. Full fees are refundable if for any reason the course is not conducted by the College.
9. A minimum of 4 weeks is needed for the processing of 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. All refunds are made subject to the approval of the CEO.
13. The College reserves the right to withdraw an advertised course or close a class section if enrolment is too low.
14. No refund will be made:
  - if a student has attended any part of the course and thereafter withdraws from the course; or
  - 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 Leader) in writing of withdrawal from the course, or complete the 'withdrawal/deferral from programme' form one month before the start date of the course.

Return their student ID card and other TBC 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 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 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 or damaging behavior in order to handle any conflict inside the College.
5. Students shall not carry any weapons or fire arms on the College premises.
6. Students are not allowed to smoke cigarettes inside the College premises.
7. Students shall never carry or consume any illegal drugs or other intoxicating substances on the College premises. Nor shall students shall enter the College premises under the 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 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. 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.

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 College Code of the Conduct and agree to abide by it. I further accept any actions taken by the College in case of my failure to compliance.

Name of the student

Student Signature

# Terms and Conditions

1
