



Application for enrolment

Please print clearly (BLOCK CAPITALS) in English and return your application to the Admissions Department. Please

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

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



English Language Proficiency

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

English was the language of instruction in my: Primary Studies Secondary Studies

Financial Support

Source of financial support

Name of person paying fees (for invoice purposes)

Address of person paying fees (for invoice purposes)

Parent(s) / Guardian(s) occupation

Source of income

Student and Guardian

Emergency Contact Details and Consent

Student details

- B Time	First name
Home address	Home Tel.
Mobile No.	Email Address

Parents Information (Completion of either parent or guardian information is compulsory)

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

Guardian Contact Details (Completion of either parent or guardian information is compulsory)

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	
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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 attend the college.



A) Required

- A completed application form
- All certificates and transcripts of your relevant qualifications, including certified English translations
- A copy of the relevant pages of your passport or citizenship
- A copy of any Nepali visa or evidence of previous academic studies in Nepal
- All academic transcripts/certificates (Secondary, Post Secondary, or any other qualification)

B) Recommended

- Certificate of English language evaluation test e.g. IELTS
- Curriculum Vitae

C) Supplementary (if applicable)

- Your sponsor's letter
- Work experience letters

TBC Refund Policy

Fees are non-refundable after the commencement

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.

Students shall regard all the assets of the College as their own assets and handle them with the utmost care and respect.

Students shall show due respect to their peers, and the support staff and faculty of the College.

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.

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.

Students shall not carry any weapons or firearms on the College premises.

Students are not allowed to smoke cigarettes inside the College premises.

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.

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.

Students shall submit assignments no later than the time specified by the course facilitators, otherwise they run the risk of failing that assignment.

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.

Students must pay their fees in accordance with the TBC payment plan and adhere to all payment regulations.

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 of 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 comply.

Name of the student

Student Signature

