

S. L No:.....

Session:.....



College for Professional Studies

Maitidevi, Kathmandu Nepal

APPLICATION FORM



Course: [.....] Intake Code: [.....]

Specialization: [.....]

University Application #: [.....]

University Roll#/ Enrollment: [.....]

Part 1: Student's Information

Name:

Father's Name: Occupation:.....

Date of Birth (AD):/...../..... (BS)/...../.....
(DD/ MM/ YY) (DD/ MM/ YY)

Gender: Nationality: Country of Residence:

Phone: (O) (R) Mobile:.....

Email: Contact Address:.....

Write in BLOCK LETTERS

Permanent Address:

Part 2: Parent's/ Guardian's Detail

Name:

Contact Address: Email:.....

Write in BLOCK LETTERS

Phone: (O) (R) Mobile:.....

Part 3: Educational Qualification:

Grade	Duration	Year Attended	Year of Completion	Name of School/ College	Board/ University	% of Marks/ Grade
SLC						
11th						
12th						
Graduation						
.....						
.....						

Have you been dismissed from a school/ college/ university for disciplinary reason? if yes give reason:

Source of Fund (Please tick appropriate)

Personal/ Family saving: [] If yes what is per annum family/ personal income?

Scholarship: [] Loans: [] Sponsor: [] Any Other: []

Part 4: Employment Detail:

Employed: Yes [] No [] If yes: Senior Mgmt: [] Middle Mgmt: [] Other: []

Designation: Name of the Employer:

Address:

Do you want transportation facility? Yes [] No [] if yes place of Boarding.....

Note: Transportation Facility can be availed by paying an extra fee and will be only provided if students numbers are sufficient.
Incase communication address of any student changes he/she has to inform the Campus in written.

Part 5: Personal Statement

Please give your reason for choosing LBEF Campus (Programmes of APU) to further your study:
(Continue on a separate sheet if required)

Part 6: English Language Proficiency

English was the language of instruction in my previous complete studies Yes ☐ No ☐

I hold/ have complete the English Language qualification(s) listed below:

Name of Test Examination	Name of School/ College/ University	Date (to be) Taken:	Result (if Know):

Part 7: Declaration

1. I declare that all the particulars provided in this form are complete and correct. I undersand that should any information in this form be found to be inaccurate/ incomplete my registration may be terminated by the college.
2. I agree to abide by APU's and LBEF's Professional code and conduct, rules, regulations and policies.
3. I hereby agree to give consent to APU and LBEF to release my academic reports/ results and attendance reports to my parents/ guardians/ sponsors as part of the APU's and LBEFs policies.
4. I have also read and understood APU's and LBEF's refund policy which states fees once paid are not refunded in any circumstance.
5. I undertake to ensure that all fees are paid by the specified due dates, and failing which I agree to pay any late payment and/ or administrative charges incurred after the due dates. If the fees are not received within 21 days from the due date, I understand that I may not be allowed to use the facilities at APU and LBEF/CPS.
6. I hereby give permission to APU and LBEF for the use of photographs, images and videos in publicity and promotional materials and to release relevant information to our Academic Partner, Career Center, Alumni and any Government bodies of agencies as required.
7. By providing my personal data I consent to receiving information on courses, programmes and events that may benefit me.

Signature: Name: Date:/...../.....

(For office use only)

From Received on: Received by:

From Entered by: Form Verified by:

☐ Approved ☐ Rejected ☐ Others Signature of Receiving Officer:

Signature of Director:..... Date and Campus Seal:

Part 8: Important checklist

- ☐ Completed all sections of this application form (where applicable).
- ☐ Attached attested copy of Grade 'X' / 'O' Level Markscard.
- ☐ Attached attested copy of Class XI Markscard.
- ☐ Attached attested copy of Class XII Markscard.
- ☐ Attached copy of admit card of qualifying examination (only applicable for appearing students).
- ☐ Attached attested copy of transcript of +2/ 'A' Level.
- ☐ Attached attested copy of provisional pass certificate of +2/ 'A' Level.
- ☐ Attached attested copy of all Marks Card of Bachelor Level.
- ☐ Attached attested copy of Provisional pass certificate of Bachelor Level.
- ☐ Attached original Migration certificate of Bachelor Level.
- ☐ Attached copy of experience certificate (only applicable for Weekend MBA Programme)
- ☐ Attached attested copy of citizenship/ passport.

Part 9: Fee Payment Detail *(For office use only)*

Payment upon registration:

Amount: Receipt No:

Mode of payment: Cash ☐ Cheque ☐ Others ☐Payment Option: Full Payment ☐ Annual ☐ Installment- Semester ☐ EMI ☐

Note: Payment by cheque/ bank draft is to be made payable to:

Lord Buddha Education Foundation

For payment made by cheque, please indicate:

Bank: Cheque No:

Registered by: Input in GIMS by: Registration Checked & approved by:

Date:/...../..... Date:/...../..... Date:/...../.....

ID Card Form Submitted on: ID Card Issued on: ID Card No:

Part 10: Detail of offer letter issued

Offer Letter Issued on: By:

Ref No: Submitted Signed copy:

Remarks: Date:/...../.....

Part 11: Scholarship Detail *(to be provided in tuition fee only)*

Category: Received by:

Form Received on: Name of Scholarship:

Form Checked by: Scholarship sanctioned (Percentage):

Scholarship Amount: Sanctioned by:

Part 12: students Code of Conduct

1. At Least 85% attendance is compulsory for any students (Full- time Mode) to appear in the semester end examinations/ to submit the assessments.
2. Specialization once choosen can not be changed and students are advised to decide it before joining.
3. Every student has to study and pass in 'Nepal Parichaya' as per the guidelines of Ministry of Education, Nepal Government.
4. Any student remaining absent for more then 15 days without written prior permission from class In- charge shall be deemed to have dropped out and his/ her name will be struck off from the rolls.
5. Students must appear for all the periodic tests and complete all assignment/ assessments (within due date) and projects given to them for the internal/ external assessments.
6. Assignment & projects (as applicable) given to the students shall be completed and submitted within specified time period. The management shall not be under any obligations to extend the dates so fixed.
7. Evaluation of text assignment and project by the faculty for the purpose of internal assignment shall be final and binding on the students.
8. Every students must pass subjective section of mid- term and pre-final or internal theory examinations to get internal marks. It is mandatory to appear in all internal examinations/ activities.
9. The management shall fix a schedule for lectures, practical & others programs the way it considers best. All the students are strictly required to follow it. However, management shall not be responsible for any change in the schedule, postponement or cancellation of lectures. The college reserves the right to make appropriate changes in its lecturing staff, schedule if it seems necessary.
10. If number of students enrolled for regular class of particular semester is less than 10, management can take any decision.
11. The course structures/ assessment methodology of various courses can be changed by university without any information.

Administration

1. Students are required to come in the proper uniform prescribed by the college and must carry their identity card, issued by the college on admission to respective course at all times, while they are in college.
2. Fresh application Form/ Re-registration form completed in all respects must reach the designated centers as mentioned in the prospectus or as notified by the advertisement within the stipulated date. Incomplete applications and those received after the stipulated date will not be entertained under any circumstances.
3. Incomplete Admission/ Re-registration those having over-writing, mutilation or erasures or not accompanied with the prescribed amount or those received after the due date without late fees will be summarily rejected.
4. All the forms will be only accepted with prescribed fee.
5. No refund of fee will be made on Withdraw/ Cancellation of admission in any circumstances, security deposit will be only refunded after successful completion of course at LBEF campus only. Security deposit will be seized if any student leaves the course in between.
6. College will not be responsible for rejection of Admission form/ Re-registration form by the University.
7. Students have to produce original certificates, whenever required by the college/ University for verification.
8. Campus has all the rights to use any students Photo/ Marks for Publicity/ Marketing purpose.
9. Student is liable to immediate dismissal for any serious misconduct or any reason of any breach of the college's rules and regulations.
10. The college reserves the right to reject on Fresh Admission/ Re-registration application and expel any student if and when necessary. No fee refunded on expulsion. The college's decision in all matters pertaining to rules and regulations or terms and conditions shall be final.
11. The student responsible for all willful damage to equipment, will pay penalty decided by college.
12. Fee for any semester is strictly based on commencement date. Once the class for particular semester is started, student will be assumed in that particular semester and he has to pay all the fees even he leaves the course in between before semester commencement any stoppages must be requested in writing and subjected to college's approval.
13. Fee for Educational Excursions/ Educational tour (Outside Kathmandu/ Nepal) has not been included in the fee structure and will be charged extra.
14. Scholarship will be only provided in tuition fee as per the norms of the college framed from time to time. College will be under no obligation to continue scholarship in higher semesters.
15. Mark sheets/ Admit Card/ ID Card will not be issued without clearance from A/C department.
16. Decision of the College Management will be final. The College Management reserves all rights to make additions or alterations to the existing rules, working hours, time table, mode of training may be deemed necessary from time to time. The students shall be requested to abide by these rules.

I..... declare that all the particulars provided in this form are complete and correct. I have read and understood student's code of conduct mentioned above. I know that fee once paid are not refunded in any circumstances. I will abide by rules and regulations framed by APU/ LBEF from time to time.

Signature:

Date: