

# APPLICATION FORM



A. Personal Information:  
 First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Surname \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_  Male  Female  
 Local Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone \_\_\_\_\_ (Mobile) \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Permanent Address \_\_\_\_\_  
 \_\_\_\_\_

B. Family Details:  
 Parent's Name \_\_\_\_\_  
 Mobile No. \_\_\_\_\_ Email Address \_\_\_\_\_  
 Qualifications \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Designation \_\_\_\_\_  
 If not residing with Parents:  
 Local Guardian's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

C. Academic Qualifications  
 Class 10th, 12th or equivalent & Graduation or equivalent


D. Professional Qualifications  
 Please provide details of professional or other qualifications received or pending:


E. Programmes Applied For

Full Time Programmes

Course Applied For	Foundation Level	Higher Level	Advanced Level	Professional Level
Business Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Media Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising & Graphic Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part Time Programmes

Business Management	Media Studies	Advertising & Graphic Design
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**Code of Conduct**

- The applicant would be deemed to have accepted and agreed to be bound by the terms of this code of conduct and any other terms and conditions as detailed in the prospectus, application form, rules and regulations, by either signing the same or on attending class on at least one occasion.
- WLC College Nepal (hereinafter referred to as 'The College') reserves to itself the right to change, amend, add-to, delete any requirement for support services and syllabi of the course, as it may deem fit.
- The applicant will be responsible for attending classes, and maintaining discipline in and around the College and being attired in a decent and respectable manner, and conducting himself/herself in a proper and respectable manner and not causing any disruption of classes or disturbance to other students.
- The applicant will be subject to the assessment carried out by the college periodically. Failure on the part of the applicant requires the applicant to undergo the reassessment procedure of the college.
- The applicant shall be responsible for all personal property carried or brought to the College and no liability whatsoever of the College would arise for any loss or damage caused thereto.
- Failure to attend a minimum of 75% of classes, not following the dress code, cheating, using abusive language or behavior, threats, assaults, harassments, theft, use of drugs/alcohol or being involved in any other criminal activity by any applicant/student, or supporting/instigating any of the above inside or outside the College premises, as the case may be, would constitute a breach on the part of the applicant/student.
- The applicant causing any breach of this agreement and/or the terms and conditions applicable to him would have deemed to have voluntarily withdrawn from the college and would not be entitled to any compensation from the College whatsoever.
- The College will not be liable for any loss/damage due to closure or disruption caused by any industrial action, Governmental action, fire, flood, act of God, force majeure or for any other reason not in the control of the College.
- No fees, including registration and tuition fee will be refunded for any reason whatsoever. All fee is subject to change without notice, at the discretion of the management of WLC College Nepal without assigning any reason whatsoever.
- Non-payment of fees will lead to the names being struck off the rolls of the College, besides the student being debarred from attending classes.
- In case the student then wishes to continue with the course he/she will be treated as a re-entry case will pay NPR.5000/- as penalty/fresh processing charges.
- In case a cheque is dishonoured, the student will be liable to pay NPR.500/- as processing charges and the course fee as DD along with NPR.100/- per day late fees accountable from the date, the fee was due.
- Campus transfers will be chargeable at NPR.1500/-
- The college will not be responsible in any way whatsoever for the performance of the student in any examination/ interview/ job/ extra curricular activities etc.
- No fee will be accepted in cash. The college shall not be responsible for any cash paid by the student to any employee or associate of the college. The college shall accept payment only through Crossed Cheque or Demand Draft drawn in favour of "Wigan & Leigh College Nepal Pvt. Ltd."
- Any Government taxes/ levies will be charged extra.
- I understand that the programmes being offered by the College are approved by The Ministry of Education - Nepal and this has been explained to me.

**DECLARATION**

I confirm that I have read the instructions and agree to abide by the code of conduct. I also confirm that the information provided in the form is true, correct and accurate.

Signature of the Applicant \_\_\_\_\_

Date \_\_\_\_\_