APPLICATION FOR ADMISSION

INSTRUCTIONS TO COMPLETE THIS FORM

1. Please write in BLOCK LETTERS. All sections must be completed.
2. Make sure to furnish a set of the supporting documents (must be certified) with this application. The application will not be processed unless full documentation is attached herewith.
3. A non-refundable Application Fee of Rs. 500/- is payable at the time of taking this form.
4. This application and the supporting documents will not be returned.
5. It is your responsibility to inform the College of any change of address including contract phone/mobile number prior to enrolment or while studying at School of Management & Liberal Arts.
6. It is particularly important that applicants understand the requirements of the course of study for which they wish to apply. If students are in doubt as to their eligibility to join a particular course the counselor or other related staff will be pleased to help.

ENTRANCE EXAMINATION

Interview and/or Group Discussion follow/s the General Aptitude Test (GAT). A selection panel comprising experts of related fields will decide the eligibility of the candidate to enroll in a particular program. It examines subjective knowledge, English proficiency, aptitude and the personality of the candidate along with disciplinary aspects.

After satisfactory performance in the above-mentioned test, the College Executive Committee (CEC) will hold a personal counseling session with the candidate. The committee will take a final decision while enrolling him/her upon satisfying all terms & conditions of School of Management & Liberal Arts.

Please provide the following information as honestly as possible. Also include a non-refundable fee of Rs. 500 against administrate processing expenses and entrance test. Applications received without fee will not be processed.

PERSONAL INFORMATION

Write in BLOCK LETTERS. Please complete all sections.

1. PERSONAL DETAILS:

Mr/Mrs/Miss

Full name in Devanagari

Date of Birth:

Sex:

Male

Female

Blood Group:

Religion:

Nationality:

2. PERMANENT ADDRESS:

Ward No.

VDC/Municipality:

District:

Zone:

Telephone:

Mobile:

3. CONTACT ADDRESS: (If different from permanent address)

Ward No.

VDC/Municipality:

District:

Zone:

Telephone:

Mobile:

Email:
5. PARENTS/GUARDIANS/SPONSORS DETAILS

Father’s Name: ____________________________ Occupation: ____________________________
Signature: ____________________________ Tel: ____________________________ Mobile: ____________________________

Mother’s Name: ____________________________ Occupation: ____________________________
Signature: ____________________________ Tel: ____________________________ Mobile: ____________________________

Guardian’s Name: ____________________________ Occupation: ____________________________
Signature: ____________________________ Tel: ____________________________ Mobile: ____________________________

Do you have or intend to have any personal or organizational sponsorship for your studies at School of Management & Liberal Arts? If yes, please give full identity of the personal or organization, and type of assistance you intend to receive.

Sponsor’s Name: ____________________________ Occupation: ____________________________
Signature: ____________________________ Date: ____________________________
Emergency Contact: ____________________________ Relationship: ____________________________ Mobile: ____________________________ Tel: ____________________________

ACADEMIC HISTORY

If you are awaiting the result of any examination recently taken write PENDING in the % column.

<table>
<thead>
<tr>
<th>Examinations</th>
<th>Name of School</th>
<th>Board or University</th>
<th>Passed Year</th>
<th>Major Field</th>
<th>Roll No. (Last Year)</th>
<th>Division</th>
<th>% or CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate</td>
<td></td>
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<tr>
<td>SLC</td>
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<tr>
<td>Others</td>
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</tbody>
</table>

WORK EXPERIENCE

Please give details of your most recent work experience (if any)

<table>
<thead>
<tr>
<th>Examinations</th>
<th>Designation</th>
<th>Job Status (Full/Part time)</th>
<th>Responsibilities</th>
<th>Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Please give details of membership of professional bodies.

TRAINING

<table>
<thead>
<tr>
<th>Training Details</th>
<th>Duration</th>
<th>Offering Organization</th>
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<tbody>
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</tbody>
</table>
SPECIAL AWARDS/RECOGNITIONS

<table>
<thead>
<tr>
<th>Title</th>
<th>Date of Award</th>
<th>Awarding Body</th>
</tr>
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<tbody>
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</table>

DEMONSTRATED SKILLS
Please rate yourself on the 5-point scale.

<table>
<thead>
<tr>
<th>Skill Areas</th>
<th>High</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computing</td>
<td></td>
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<tr>
<td>English Language</td>
<td></td>
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<tr>
<td>Others (Please Specify)</td>
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</table>

PROGRAM APPLIED FOR
I wish to be considered for the following degree program. (check one box only)

☐ BBA
☐ BLAS

How did you get to know about the degree programs of School of Management? Please check the ones that apply.

☐ Advertisement
☐ Faculty member at your college
☐ Campus visit
☐ Publication (please state which)
☐ Education consultant
☐ Student
☐ Other (please specify)

Please explain how you will meet the financial obligations of your studies at our institute?

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
TERMS OF FEE PAYMENT

1. Enrolment for a course, together with the payment of the required amount, creates a binding agreement to follow the course and to pay the full fee. All fees must be settled 7 days prior to the date of commencement of the course.

2. In the event of cancellation, one must give written application within 7 days of the commencement of the course. The College Authority thereupon will process the case of withdrawal from the College. In such case, the amount that has already been deposited will be refunded except the Admission Fee and two months’ tuition fees. After this deadline, whatever the reason/s one may cite, no amount will be refunded. In addition, any balance of outstanding dues of the student’s account must be paid in full.

3. The amount of fees related to each installment/semester has to be paid within 10 days from the date of the issue of bill by the Account Section. Further, any delay or negligence to pay the fee within a given timeframe carries a penalty and this will be mentioned in the Letter of Commitment.

TERMS AND CONDITIONS

1. Enrolling for a course at the College constitutes a binding agreement on the student to follow the rules and regulations of the college.

2. All declarations made in the Application for Admission are accepted in good faith. Any false declaration about qualification or age, or failure to produce documentary evidence of entry qualifications will exclude the Applicant from the course to which he/she has been admitted.

3. Important notices to students are displayed on the College’s main Notice Board and / or in their e-mail accounts and it is the students’ responsibility to ensure that such notices are read.

4. All details printed in the prospectus and accompanying documents are correct at the time of printing. The college reserves the right to make changes to the fee structure and the code of conduct if deemed necessary.

5. The relationship between a student and the College shall be governed by mutual understanding and norms of the college.

DECLARATION

I assure that the information provided in this application is true and complete to the best of my knowledge. I firmly understand that if the information provided proves to be inaccurate, I may not be admitted to undergraduate study and / or my registration will be terminated. I have also included a nonrefundable application fee made payable to Himalayan WhiteHouse International College, School of Management & Liberal Arts.

Applicant’s Signature: ___________________________  Date: ___________

DOCUMENTS TO BE SUBMITTED WITH THIS FORM

Photo copy of the following documents with original.

1. SLC: Marks-sheet, Character Certificate

2. Intermediate Level:
   a) Academic Transcript
   b) Character Certificate
   c) Provisional Certificate
   d) Migration Certificate

Note: Hostel/Transportation-seeking student ought to fill out a separate FORM only after the Admission has been granted. A PP size (for Hostel) an auto size and a PP size (for Transportation) photographs are needed.