

ENROLMENT FORM - INTERNATIONAL



STUDENT INFORMATION	
Title: Mr. Mrs. Ms.	Existing student number:
First Name:	Last Name:
Date of birth (dd/mm/yyyy): ____ / ____ / _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Country of birth:	Citizenship:
CONTACT DETAILS	
Current Address:	Suburb:
Postcode:	State:
Home phone:	Mobile phone:
Email address:	
EMERGENCY CONTACT DETAILS	
Name:	Relationship:
Address:	Email:
Home Phone:	Mobile Number:
LANGUAGE AND CULTURAL DIVERSITY	
Is English your first language? Yes No If not, what is your first Language?:	
If not, please indicate the English test you completed. <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> PTE(A) <input type="checkbox"/> CAE(A) (Attach evidence)	
Registration number:	Date: ____ / ____ / _____
Average score: Listening: Reading: Writing: Speaking:	
HIGHEST LEVEL OF EDUCATION ACHIEVED	
Qualification name:	
Name of institution:	
Country:	
Year completed:	
Language of instruction: <input type="checkbox"/> English <input type="checkbox"/> Other	
Qualification name:	
Name of institution:	
Country:	
Year completed:	
Language of instruction: <input type="checkbox"/> English <input type="checkbox"/> Other	
Please attach a copy of your resume. Ensure you provide your employment history starting with the latest on the top.	

PASSPORT AND VISA DETAILS	COURSE SELECTION
Passport No:	Select the course
Country of Passport:	Long Term Course
Student Visa, subclass	a. Certificate III in Commercial Cookery
Other, please specify:	b. Certificate IV in Commercial Cookery
	Short Term Course
	a. Certificate in Commercial Cookery
	b. Basic Barista
	c. Advance Barista
	d. Basic Bakery
	e. Advance Bakery
	f. Pizza Making
APPLICANT AND FAMILY BACKGROUND	FINANCIAL DECLARATION
Please list your immediate family members (e.g. Parents, siblings) and their current country of residence?	Do you wish to pay more than 50% of the Course/s tuition fee? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:	
Relationship:	
Country of Residence:	
Occupation:	
Is your family supportive of your study in Nepal? Yes <input type="checkbox"/> No <input type="checkbox"/>	Who will be funding your study and living expenses while in Nepal? <i>And please provide an estimate of the sponsor's annual income in Nepali Rupees?</i> (Rupees)
Do you have any relatives in Nepal? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please provide evidence of your sponsors fund/employment statement to this document.
What is their relationship to you?	How will you organise and access these funds?
In which city/state do they live? City: _____ State: _____	Will you be using a bank loan to fund your studies? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, have you researched the availability of funding from an approved financial institution in your home country? Yes <input type="checkbox"/> No <input type="checkbox"/>
What is their occupation?	
Have you previously travelled or studied overseas? Yes <input type="checkbox"/> No <input type="checkbox"/>	What type of accommodation will you be seeking in Kathmandu, Nepal? (E.g. shared housing, institute accommodation, homestay etc.)
If yes, which countries?	
What is your relationship status? Single <input type="checkbox"/> Engaged <input type="checkbox"/> Married <input type="checkbox"/> De Facto <input type="checkbox"/> Separated/Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>	Are you aware about Nepali Student Visa conditions? Yes <input type="checkbox"/> No <input type="checkbox"/>
If relevant, will your partner/ spouse/ children accompany you to Nepal? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you understand the Pacific Hospitality and Culinary Academy Fees and Refunds policy? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any dependents? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, what are their ages?	
Please specify any medical conditions:	

Reference

1. Full Name: _____ Institute: _____
Position: _____ Contact No: _____
2. Full Name: _____ Institute: _____
Position: _____ Contact No: _____

Declaration

The statement and information furnished by the undersigned in this application form are true and complete.

- I/we have read & understood all the Rules and Regulations of the Academy.
- I/we will fully support to Academy in regards to the study matter. We will make sure that our children would have 99% attendance in every semester.
- I/we are financial supporter and commit to clear dues within a semester. If not paid on time we will accept any sort of penalty prescribed by PHCA.

Our signatures certify that we have read and agree with the above statements.

Name of the student: _____

Signature of the student: _____

Contact No. of the student: _____ Date: _____

Name of the Parent / Guardian: _____

Signature of the Parent / Guardian: _____

Contact No. of the Parent / Guardian: _____ Date: _____

List of documents to be submitted along with the admission form

Please complete the form and return it, enclosing the followings upon confirmation of Admission:

1. SLC

- Character Certificate
- Mark Sheet
- Board Certificate

2. Intermediate / +2

- Character Certificate
- Migration
- Board Certificate
- Transcript

3. Citizenship

4. Medical Report

* All certificates must be Notary Public attested.

Note: Applicants are expected to notify the college immediately should there be any changes to the information requested in this application.

College Rules and Regulations

1. Students must maintain a clean and neat appearance (well-groomed) especially where uniforms for all the desired departments are required. They must be in proper college uniform at college premises.
2. Students must hold their identity card at all times within school premises.
3. Students must always behave in a dignified and polite manner, always greet faculties, staff, seniors and colleagues properly as a part of hospitality culture.
4. Students are expected to demonstrate high level of honesty and integrity at all times. Students should not invite their friends or relatives to visit them at the institute and if needed, must obtain the permission from the authorized personnel of the institute.
5. Students are strictly prohibited to smoke, chew tobacco or take drugs and drink alcohol at the college premises. If found involved in such activities, it may lead to be expelled.
6. Students must be punctual and regular for all theoretical and practical classes. They must enter in to the college premises 15-minute prior of the first class.
7. Absence other than the genuine medical reasons with all evidence will require prior approval from the principal or coordinator. Medical certificates are required for any absence due to sickness of more than one day.
8. Students should report all accidents to the faculty or coordinator immediately so that unsafe condition and practices can be corrected.
9. Students are fully responsible for their belongings. The college will not be responsible for any loss of such belongings.
10. Students are strictly prohibited to bring intoxicants, flaming materials or arms of any kinds.
11. Students are advised to park their vehicles at the assigned area only.
12. Students are not allowed to leave the premises without permission of respective class teacher or course coordinator. They must not leave the premises within stipulated time.
13. Mobile phones have to be switched off inside the theoretical and practical classes.
14. Students are duly expected to contact the office in case of change of their addresses and contact numbers.
15. Students are prohibited to keep any college property with them.
16. Students are expected to use equipments and other facilities properly. Any loss or damage caused by intention or inadvertent behavior is subject to punishment and due compensation on the part of the student.
17. Students are required to pay all the dues in stipulated time. Failure of this may lead to penalty and other necessary actions.
18. Students are required to have at least 90% attendance to appear in the final test and obtain the certificates.
19. The college offers co-education so there will be zero tolerance on gender issues and diversity.
20. Boys students are not allowed to keep long and clumsy hair, keep bread, ear rings/studs and girls are not allowed to leave their long hair open and must have it bun up. Dyed hair is not appreciated.
21. Students are required to fully comply to all the norms and values as set by the institute time and again.
22. Students should not be involved in any political parties, groups, associations, clubs or any organizations. If found, the college as right to expel them.
23. Students have no rights to claim any refund or transfer of fees in case he/she becomes unable to complete the course or if they leave in between the tenure of the course due to unavoidable circumstances.
24. If the student leaves the course during theoretical / practical or OJT periods, he/she will not be entertained at any cost.
25. The institute has full confidence and hope that the students shall abide these rules and agree to sign with full confidence.

Thanks.

Signature: _____

Name

Tel