



COSMOS
International
College
Pokhara

BRITISH
EDUCATION
GROUP

Rethinking Education

Cosmos International College

Admission Application Form

Cambridge International AS & A Levels

Form Number:

Applicant:

Stream:

Engineering
Medical Science

Management
Social Science
Liberal Arts

1. GUIDELINES FOR ADMISSION APPLICATION

Please use the following information and instructions while completing the admission application form.

1.1 Eligibility for A Level

Student must have passed the Secondary Education Examination (SEE), O Level or equivalent. Student must provide a copy of their SEE (or equivalent board) mark-sheet, along with a Character/Transfer Certificate to the College after the results is published.

1.2 Admission Procedure

- 1.2.1 All prospective students are required to undergo a Computer Based Test (CBT). Following successful completion, shortlisted candidates will be invited to participate in an interview, accompanied by their parent or guardian. Admission eligibility is contingent upon passing both the CBT and interview assessment.
- 1.2.2 Payment of all fees as per the fee plan in Annexure 1 must be paid within 7 days of admission acceptance in order to finalize the admission process. Failure to adhere to this requirement will result in the forfeiture of the seat, which may be offered to a next candidate on the waiting list.
- 1.2.3 The management reserves the right to request original certificates from students for verification purposes. Hence, it is strongly advised for students to maintain all original documents readily accessible for verification, as necessary, failure to which applicant will be disqualified.
- 1.2.4 The decisions made by the Admission Committee regarding all matters are deemed final and non-negotiable.
- 1.2.5 Upon admission to BMC, students are obligated to adhere to all terms and conditions outlined in the Student Handbook, which will be provided for their reference.

1.3 Required Documents

- 1.3.1 Marksheet of SEE (or equivalent board)/10th Grade internal examination of the school.
- 1.3.2 A recently taken PP photo.
- 1.3.3 Certificates of awards or scholarships earned at school, if any.
- 1.3.4 Birth Certificate/Citizenship/Passport
- 1.3.5 Character/Transfer Certificate and/or Recommendation letter from the Principal/Vice Principal or a teacher of the last attended school.
- 1.3.6 Medical Clearance Certificate if required by the college.

1.4 Our Policies

- 1.4.1 After the successful completion of the admission procedure, the student must pay all charges according to their subject combination/stream as stated in Annexure 1. After the fees have been paid, the student will be registered for the Cambridge International AS & A Levels programme.
- 1.4.2 If any student requires College transportation, the annual fee must be deposited upon receipt of a transportation bill. The transportation fee will be charged for 10 months per year.
- 1.4.3 Monthly fees will be collected in four installments per year, each installment comprising three months' tuition fees. The first installment includes yearly lab charges for Science stream students as well as yearly transportation charges, if applicable.
- 1.4.4 The fee structure in Annexure 1 does not include fees for CIE exam registration, field trips, social get-togethers, symposiums, youth programmes, extended school hour tutorial classes, residential facilities, books & stationery, college uniforms, and Ministry of Education (MoE) charges.
- 1.4.5 If you are a high-achieving student (i.e., securing top scores in examination sessions), you agree to allow the institution to share your information for marketing purposes (commercial or otherwise), to the extent permitted by applicable privacy legislation.
- 1.4.6 If you wish to revoke this authorization, a written request must be submitted to the College.
- 1.4.7 If fees remain unpaid beyond the succeeding trimester (three months), the College management reserves the authority to prevent students from participating in internal examinations, assessments, or Cambridge International Education (CIE) examinations. Furthermore, the issuance of official letters or documents for educational or career placement purposes may be withheld. Such actions may ultimately result in the termination of the student's enrollment.
- 1.4.8 For the scholarship scheme, please refer to Scholarship Scheme Table
- 1.4.9 Fees paid are non-refundable if a student discontinues the course, withdraws for any reason, or is suspended/expelled by the College Administration as a result of disciplinary action taken by the College Disciplinary Committee (CDC).
- 1.4.10 If a student withdraws after confirming admission but before attending any classes, Rs. 50,000 will be deducted from the initial deposit to cover administrative expenses. The enrollment charge includes the Security Deposit, which is refundable only after successful completion of the AS & A Level Programme at CIC. In case of withdrawal, cancellation of admission, discontinuation of the course, or expulsion, the Security Deposit will be forfeited.
- 1.4.11 Students must maintain a minimum of 85% attendance with no disciplinary offence record and must qualify in trimester/mock/CAIE qualifying examinations in order to be eligible for CAIE exam registration as regular candidates. However, students may register as private candidates in case of failure to meet the aforementioned terms and conditions.

2. Admission Application Form

Please complete this form completely and accurately based on your knowledge and the information available to you. This will help to speed up your admission process.



College Registration No. (For official purpose)

2.1 Applicant's Personal Details *Denotes mandatory field – do not leave blank

Last Name*	<input type="text"/>	Middle Name*	<input type="text"/>	First Name*	<input type="text"/>		
Date of birth* (A.D.)	<input type="text"/>	Age*	<input type="text"/>	Gender*	M <input type="checkbox"/> F <input type="checkbox"/> O <input type="checkbox"/>	Nationality*	<input type="text"/>
Current address*	<input type="text"/>						
Permanent address*	<input type="text"/>						
Landline	<input type="text"/>						
Student's Mobile no.	<input type="text"/>	E-mail	<input type="text"/>				

2.2 Parent's Contact Details Do not leave blank if student is under 18 years of age

Father's Name*	<input type="text"/>	Occupation	<input type="text"/>
Contact no.*	<input type="text"/>	E-mail*	<input type="text"/>
Mother's Name*	<input type="text"/>	Occupation	<input type="text"/>
Contact no.*	<input type="text"/>	E-mail*	<input type="text"/>

2.3 Alternative Contact Details (if different from above) Do not leave blank if student is under 18 years of age

Guardian's Name*	<input type="text"/>	Occupation	<input type="text"/>
Contact no.*	<input type="text"/>	E-mail*	<input type="text"/>
Relation to Student*	<input type="text"/>		

2.4 Applicant's Academic Qualifications

Previous School Name and Address	Exam Board	Level	Passed Month/Year	GPA/CGPA
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2.5 Select the Subject and Stream

Please visit www.cambridgeinternational.org for detailed information about the courses.

Engineering/Medical Science

- | | |
|--|---|
| <input type="checkbox"/> English General Paper | <input type="checkbox"/> Biology |
| <input type="checkbox"/> Physics | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Computer Science |

Note: Students are required to choose a minimum of three subjects, plus the English General paper (compulsory subject).

Management/Social Science/Liberal Arts

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> English General Paper | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Business |
| <input type="checkbox"/> Art & Design | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Computer Science | |

2.6 Applicant's Desired Co-curricular Activities

- | | | |
|---|--|---|
| <input type="checkbox"/> Games and Sports | <input type="checkbox"/> Literary Activities | <input type="checkbox"/> Photography/Media |
| <input type="checkbox"/> Adventure Sports | <input type="checkbox"/> Traveling | <input type="checkbox"/> Other please specify |
| <input type="checkbox"/> Theatre/ Performing arts | <input type="checkbox"/> Music | <input type="text"/> |

2.7 How did you hear about the CIC?

- | | | | | |
|---|---------------------------------------|---|--|------------------------|
| <input type="checkbox"/> TV Ad | <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Education Fair | <input type="checkbox"/> Brochure | Other (Please Specify) |
| <input type="checkbox"/> Instagram/Facebook | <input type="checkbox"/> Presentation | <input type="checkbox"/> Google | <input type="checkbox"/> Word of Mouth | <input type="text"/> |

2.8 Do you require the Transportation Service?

- Yes No If 'Yes' please mention the nearest bus stop

3. Consent and Declaration

I, _____ father/mother/guardian of _____ (Applicant), hereby authorise CIC to conduct inquiries deemed necessary to verify the applicant's previous qualifications from any school or similar institution. I affirm that the information provided in this document is accurate to the best of my knowledge, and I undertake to promptly inform CIC of any changes. I acknowledge that CIC reserves the right to revoke any decision based on inaccurate or incomplete information provided by me. I have carefully reviewed and followed all admission application guidelines, policies, rules, and regulations outlined herein, along with Fee Structure and Scholarship Scheme, and I hereby accept and agree to abide by them.

Signature

Name of Parent/Guardian

Relationship with the Applicant

Signature

Name of Applicant

Date

Witnessed by
(CIC Staff/Designation)

(Signature)