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ace HIGHER SECONDARY



### APPLICATION GUIDELINE

Please read the following information and instructions carefully before filling the application.

Your written application and supporting materials are of primary importance in the selection process. They offer you an opportunity to describe your background, academic ability, accomplishments, and plans for the future. We ask that you give as complete a picture of yourself as possible. Your application is thoroughly evaluated, and an admission decision is made only after thoughtful consideration of all the information provided.

### PREREQUISITES FOR ADMISSION

To be considered for admission into the ACE Higher Secondary, the following conditions must be met:

- ~ Candidates wishing to join the Management Stream should have a minimum aggregate of 60% marks from a recognised Board
- ~ Certified copies of all relevant transcripts and certificates (mark sheets) are required.
- ~ All applicants must be able to speak, read, write and comprehend English fluently.

### ADMISSION PROCEDURE

Applicants are required to sit in an entrance examination and an interview. Admission will be offered based on the Admission Committee's assessment of the applicant's past academic performance, entrance examination, performance in the interview.

- ~ Entrance examination for the Management Stream will consist of English language, basic mathematics and general knowledge.

Applicants will have to produce original marks-sheets and certificates at the time of the interview. Copies of official transfer/character certificates from the school/institute that you have attended needs to be submitted along with the application.

### ADMISSION POLICIES

- ~ Applicants are responsible for ensuring that all the information and accompanying material provided in connection with their application is authentic and accurate.
- ~ Ace may at any time require applicants to provide satisfactory verification of the information and documents submitted as part of their application. If an applicant is unable to do so, the Institute reserves the right to cease consideration of the application, to withdraw any offer of admission already made, and/or to terminate one's status as a student.

### SUBMISSION INSTRUCTIONS

The following application materials must be submitted along with this form:

- ~ Certified copies of all relevant transcripts and certificates
- ~ Two passport sized photographs
- ~ Transfer/Character Certificate
- ~ Application processing fee of NRs. 100/-

# Application Form

Passport size photo

Registration Number:

## PERSONAL INFORMATION

Full name				
Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
Date of birth	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Day <input type="text"/> <input type="text"/>	Age <input type="text"/> <input type="text"/>
Place of birth				
Nationality				

**CONTACT INFORMATION**

Mailing Address	
Telephone	
Email	

**FAMILY INFORMATION**

Father's Name	Nationality	
Occupation/Title	Telephone	
Mother's Name	Nationality	
Occupation/Title	Telephone	
Local Guardian	Telephone	

If a sibling is an ACE student, please provide the following information:

Name	
Programme	
Year	
Name	
Programme	
Year	

**EDUCATION**

List the name and location of the schools from which you appeared for your Board examination and where you attended your class IX and X

Grade	Name of Institution	Dates attended	% Marks obtained
Class X		From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Class IX		From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Other		From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Have you ever been suspended, expelled, or placed on probation at any school for academic or disciplinary reasons?

Yes

No

(If yes, please explain the circumstances, Use the space provided below or a separate sheet of paper if necessary.)

## EXTRACURRICULAR ACTIVITIES

Activities you were involved in or leadership position you held

## AWARDS AND RECOGNITION

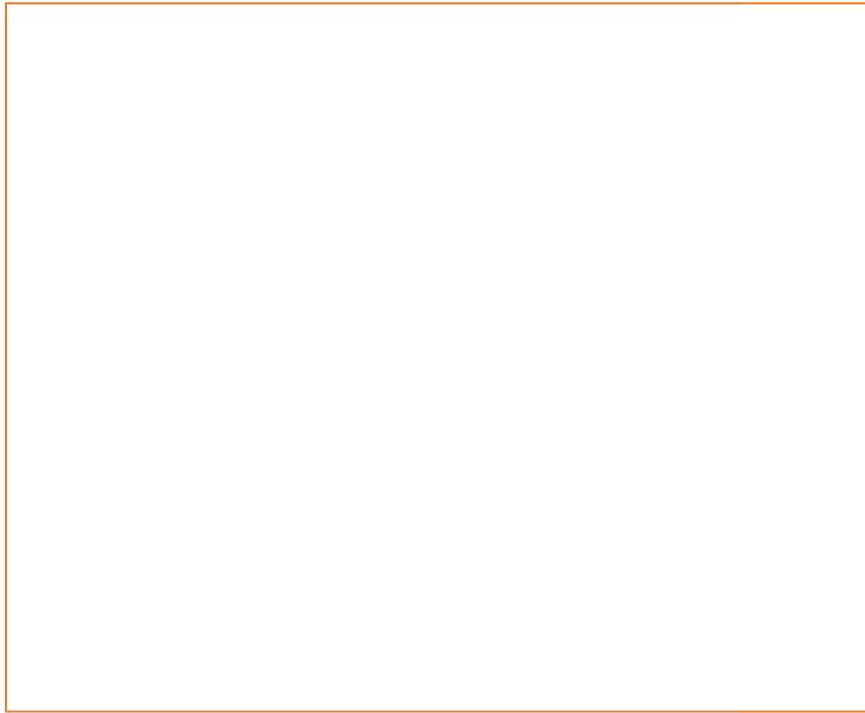
Award or recognition you earned in the last couple of years at school

## FINANCING YOUR EDUCATION

How will your education at ACE be financed?    Parents     Sponsor     Other     (If other please specify below)

## FINANCIAL AID/SCHOLARSHIP

Financial aid is provided to students on need and merit basis. Candidates seeking financial assistance should submit a letter along with the application form or use the space given below.



I certify that the information presented in my application is accurate, complete and honestly presented and has been written by me. I understand and agree that any inaccurate information, misleading information, or omission will be cause for revoking any offer of admission, or for discipline, dismissal or revocal of degree if discovered at later date. The Admissions Committee may verify any and all parts of my application materials. I have read the Value Code above and understand that, should I accept an offer of admission, I will agree to abide by these standards in letter and spirit.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature