

ADMISSION FORM

Personal Information

First Name:..... **Last Name:**.....

Gender:

Male Female

Marital Status:

Single Married

Date of Birth:..... **Nationality:**.....

Mobile No:..... **CID No:**.....

Email:..... **Guardian No:**.....

Home Address:

Village:..... Gewog:..... Dzongkhag:.....

Selected Course:

Education Background:

Name of School	Qualification	Year

Document Required:

- Academic Transcript
- Citizen Identity Card
- Valid Security Clearance (if required)
- Valid Medical Certificate (if required)
- National Competency Certificate (if any)
- No objection letter for in-service candidates

The Information provided above is correct and complete. Please kindly process my application for admission at BITH.

Yes No

I hereby agree to the BITH Terms and Conditions.

Agree Disagree

Signature:

Admission Terms and Conditions

Registration and Fees

Reservation fee of Nu. 3000.00 (three thousand) is payable during the registration to confirm the admission. All fees and deposits must be paid to the BITH Bank account detail on invoice. The tuition fees can be paid in two/three installation The first half of the fee is payable within 10 days after the admission. All subsequent fees are payable before the internship. Reservation fee will be adjusted with last installment.

Academics

BITH academic calendar detail will be provided during the orientation and it will be the trainee's responsibility to read it carefully and understand its contents. BITH management reserve the right to make changes in the members of its staff and faculty and to amend policies, regulations, curricula, courses, tuition and fees, or any other aspects of its courses deemed to be in the best interest of the institution and its trainees without prior notice. Further information can be found on the website at www.bithedu.com

Industry Placement

During the Internship, trainees will be under the obligation of their employer, the employer usually may or may not pay the intern. However, uniform and meals during their duty will be provided. To qualify for industry placement, trainees are expected to meet specific academic and professional skills standards set forth by the BITH and the employer.

Employment

On successful completion of the respective courses, the graduates will be offered employment opportunities.

Liability

Courses are held only with a sufficient number of candidates. BITH management reserves the right to cancel courses due to insufficient candidates, or due to circumstances beyond its control. In such case, all fees paid in advance will be refunded to the candidates. Claims for damages or compensation in this case will not be entertained and the candidates agrees that they are excluded. Classes will be held in rooms, buildings or locations determined by the BITH Management.

Refund Policy

Refund will be provided only if the program is cancelled.

Cancellation

If a trainee cancels their enrollment 2 weeks or more before the beginning of the course they will be entitled to full refund of the fees minus reservation fee Nu. 3000.00 and administrative fee of Nu. 300.00

If a trainee cancels their enrollment 1 weeks before the beginning of the course they will be entitled to a refund of 50% of the amount paid minus reservation fee Nu. 3000.00 and administrative fee of Nu. 300.00

If a trainee cancels their enrollment after the beginning of the course, full fee will be chargeable.

Expulsion

If a trainee is expelled for any disciplinary reason, no refund will be provided. Readmission for expelled trainee will not be entertained.

Extracurricular Activities

BITH will not be held responsible for any extracurricular activities undertaken by trainees out of Institute hour.