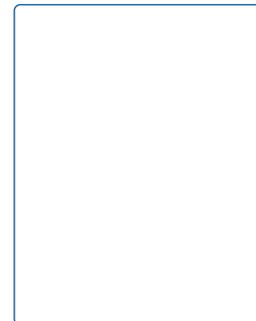


**SECTION A. HOW TO APPLY**

1. Complete and return this form to the American College with 3 small color identification photographs of recent date with name and signature at back. PLEASE PRINT ALL ENTRIES IN ENGLISH.
2. Attach photocopies of your original Academic Certificates to this application form and Post/Handover directly to the American College. Include ENGLISH translation of all Records. Student ID card to be signed
3. Enclose the Rs. 5100/= and the US \$ 75 non-refundable Application fee draft / Registration Fee with this form. Your application cannot be considered unless it is accompanied by the above fees. Cheques to be made Payable to the AMERICAN COLLEGE OF HIGHER EDUCATION.



**SECTION B. POLICIES**

4. Cancellation of total course before course commencing date. Request for cancellation of course must be made in writing and received at the Registrar's Office at least 3 working days prior to the starting date of the course. Full refund of course fee and book deposit will be made. However, application fee & registration fee are non-refundable.
5. Cancellation of total course after course commencing date.
  - A) Request for cancellation must be made in writing and received on a weekday at the registrar's office. Only 50% of the course fee, book fee, and full refund of book deposit will be made if cancellation is made within 2 weeks of the course commencing date.
  - B) No refunds will be given on any cancellations made thereafter, except a full refund of the book deposit once all books are returned.
6. Cancellation of a subject : Please refer to our guide for rules & regulations concerning addition and cancellation of subjects.  
\* Please note that non-attendance at classes is not an indication of cancellation. Cancellations must be informed in writing.

**I agree to abide by the cancellation and refund policy of the American College.**

Signature : .....

Date : .....

**SECTION C. PERSONAL INFORMATION**

Complete all items in this section which apply to you. PLEASE PRINT IN ENGLISH. Do not omit any portion of the required information. Accuracy and completeness will avoid delay in your consideration for admission to the College

- 1) Name : ..... 2) Sex : Male  Female.
- 3) Date of Birth : ..... (DD / MM / YYYY) 4) Place of Birth : .....
- 5) Marital Status : ..... 6) Occupation : .....
- 7) Country of Citizenship : ..... 8) Passport or ID No : ..... (City / Country)
- 9) Have you ever applied for a visa to the United States or UK ? : Yes  No   
Have you ever been refused a visa ? If yes, please give details on a separate sheet : Yes  No
- 10) Permanent Address : .....
- 11) Mailing Address : .....  
(if different from above to which all correspondence should be sent)
- 12) a) Name of father/legal guardian/spouse : .....  
b) Home Address : .....  
c) Occupation : ..... d) Emergency Telephone Numbers : .....  
e) Office Name & Address : .....
- 13) a) Name of Mother : .....  
b) Home Address : [if different from 12(b)] : .....  
c) Occupation : ..... d) Telephone Numbers : .....  
e) Office Name & Address : .....

**SECTION D. ACADEMIC INFORMATION**

All students enrolling at the American College must meet the minimum admission requirement as stated in the prospectus. Semester for which you are applying.

Fall  Spring  Summer I  Summer II  Summer III  Year : .....

- University Transfer program : .....
- Associate Degree program : .....
- Bachelor's Degree Program : .....

**IMPORTANT**

All students must demonstrate a proficient use of the English language in order to enroll in any of the above academic programs. Indicate below whether any of the tests shown have been taken and their dates. Please indicate score.

1). TOEFL: Score ..... Date ..... 2). SAT I: Score ..... Date .....

**SECTION E. ACADEMIC RECORDS**

Indicate below the name and location of the secondary school from which you have graduated or expect to graduate.

.....  
 (Name of School) (City, State, Country)  
 .....  
 (Date of Graduation) (Name of Qualification)

Applicants from the British educational systems, 'O' and / or 'A' levels achieved, please state subjects offered and grades obtained:

.....  
 .....  
 .....  
 .....

How did you find out about the AMERICAN COLLEGE OF HIGHER EDUCATION?

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Newspaper Advertisement - Which one? ..... | <input type="checkbox"/> High Schools |
| <input type="checkbox"/> Radio Advertisement O Friend               | <input type="checkbox"/> Leaflets     |
| <input type="checkbox"/> Relatives                                  | <input type="checkbox"/> Seminars     |
| <input type="checkbox"/> Friends                                    | <input type="checkbox"/> Others       |

**Signature of Applicant :** ..... **Date :** .....

**Checklist**

- Completed application
- 3 Photographs
- Student ID card with signature
- Academic certificates
- Copy of National Identity card or Passport

**Office use only** • PERT Test Results : English  Maths  Reading  Listening   
 • Admission Requirement fulfilled : Yes  No

Comments : .....