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Royal Thimphu College

Ngabiphu, P.O. Box 1122

Thimphu: Bhutan

Inspiring Education in Bhutan

RE-ADMISSION APPLICATION FORM

Date:

(A student who has failed a semester at RTC may apply for re-admission by filling up and submitting this application to the office of the Registrar at RTC no later than a month after the Semester Results are declared)

Please note that the re-admission to RTC will be given only upon satisfying the criteria/conditions laid in the most current re-admission policy of the college (see www.rtc.bt).

Correctly choose and fill in the appropriate section for re-admission to the college.

A. Students who failed the first semester of the first year:

Name: _____ Enroll No: _____

Program: _____ Contact No: _____

The number of modules failed in the first semester: _____

Would you like to continue in the same program, if you answered no above, then list the program you would like to enroll in:

i. Yes: _____ No: _____

Option 1: _____ Option 2: _____ Option 3: _____

B. Students who failed in the later semesters(after first semester):

Name: _____ Enroll No: _____

Program: _____ Semester failed: _____

Contact No: _____

If you would like to opt for a new program then proceed to section A above.

(Signature of the Applicant)

Endorsement by Parent(s)/Guardian(s):

Name: _____ Contact No: _____

(Signature of Parent/Guardian)

Comment from the AAD: _____

Comment from the SSD: _____

Approved/ Not Approved

(Chairperson)
Admissions Committee



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Readmission Undertaking Form

Last revised 2014-May-08

This form is used by students seeking readmission and their parents to affirm their commitment to continue again at RTC in a manner consistent with the Code of Conduct and academic regulations of the College. **Instructions to students and parents/guardians: Complete this form and submit it to the Admissions Committee. The readmission is final once it has been approved by the Committee.**

Student Name	Enrolment#	Phone#
Parent/Guardian Name		Parent/Guardian Phone#

Indicate your reason for discontinuing at RTC previously (failed/debarred/disciplinary/health/withdrawn), and explanation:

Students, by signing below, you indicate that you understand and agree with the following:

- I have gone through and am familiar with the Student Handbook, including all the academic regulations in the college as well as the RTC Codes of Student Conduct & Procedures.
- I will not repeat any actions which led to my discontinuation from RTC previously.
- I will not engage in any actions that may lead to disciplinary problems and understand that if I was asked to leave previously on a disciplinary basis, any additional disciplinary problems (minor or major) may lead to my expulsion.
- I will maintain full attendance at all my classes and RTC events, and agree that any attendance shortage, even if it is borderline, will result in my being debarred and failed again.
- I will maintain a continuous study habit and remain up to date in all my classes.
- I will seek support through my advisor, the Learning Resource Center, and any other available learning opportunities.
- I will maintain my health and not engage in any harmful habits (tobacco, alcohol, drugs).
- If, for any reason, I fail in any semester in the future, I may not be eligible for readmission again.



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- My parent/guardian will be informed of all of the above. Furthermore I will truthfully inform my parent/guardian about my attendance, academic marks on all assessments, and my class schedule, at least once a month.

Student Signature / Date

Parents/Guardians, by signing below, you indicate that you understand and agree with the following:

- I have gone through and am familiar with the Student Handbook, including all the academic regulations in the college as well as the RTC Codes of Student Conduct & Procedures.
- I am familiar with the Parents' Portal on the <http://www.rtc.bt> website and have gone through the Parents' Frequently Asked Questions.
- I will ensure that my student maintains all the commitments agreed above, both in terms of academics as well as conduct and behavior.
- I understand that if, for any reason, my student fails in any semester in the future, he/she may not be eligible for readmission again.
- I will ensure that I remain informed of my student's attendance, academic marks on all assessments, and class schedule, and will continuously monitor his/her progress. I will periodically check the <http://results.rtc.bt> website to remain up to date on my student's progress.

Parent/Guardian Signature / Date

Remarks/Authorization	
_____ Registrar Signature / Date	_____ Dean Signature / Date