



ace higher
SECONDARY SCHOOL

GPO Box 10001, Gairigaoun, Kathmandu, Nepal

Ph: 977 1 4112000/4112044/4112086 | Email: ahs@ace.edu.np

Web: www.ahs.edu.np

APPLICATION FORM

ACE HIGHER SECONDARY SCHOOL

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 Ace Higher Secondary, the following conditions must be met:

- ~ Candidates should have a minimum B grade in S.E.E. or equivalent examination from a recognized 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, and performance in the interview.

- ~ Entrance examination will consist of English and

Mathematics.

Applicants will have to produce original marksheets and certificates at the time of the interview. Copies of official transfer/character certificates from the school/institute that you have attended need 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.
- ~ AHS 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 school 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
- ~ One passport size photograph
- ~ Transfer/Character Certificate
- ~ Application Processing Fee of Rs. 125/-

Application Form

1 passport size photo

Registration Number: (for office use only)

Student's Personal Details:

Full Name	In English											
	In Nepali											
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>											
Date of Birth	English <div>Year<div><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div>Month<div><input type="text"/><input type="text"/></div>Date<div><input type="text"/><input type="text"/></div></div> Nepali <div>Year<div><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div>Month<div><input type="text"/><input type="text"/></div>Date<div><input type="text"/><input type="text"/></div></div>											
Place of Birth												
Nationality												

Contact Information

Permanent Address	Name of Town / Village		Ward No.	House No.
	District	Zone	Country	
Local Address	Name of Town / Village		Ward No.	House No.
	District	Zone	Country	
Telephone			Mobile	
Email				

Family Information

Father's Name		Nationality	
Address		Telephone (Res.)	
		Telephone (Off.)	
Occupation / Title / Organization		Mobile	
Email			
Mother's Name		Nationality	
Address		Telephone (Res.)	
		Telephone (Off.)	
Occupation / Title / Organization		Mobile	
Email			

Local Guardian's Name		Nationality	
Relationship		Telephone (Res.)	
		Telephone (Off.)	
Address		Mobile	
Occupation / Title / Organization			
Email			

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

Sibling's Name	Program	Year of Enrollment

Education

List the name and location of the schools from which you appeared for your Board Examination and where you attended your grade X, IX and VIII.

Grade	Name of Institution	Dates Attended	Marks Obtained
Grade 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"/>	S.E.E. or Equivalent:
			Sent Up:
Grade 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"/>	
Grade VIII		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, leadership positions you held or awards and recognitions you earned in last couple of years at school.

Participation / Organization / Volunteering	Awards / Recognition

Personal Statement

Write a personal statement addressing the following topics:

- ~ Reasons for choosing the Higher Secondary program at AHS.
- ~ Expectations from the program, and how the program is going to benefit you.
- ~ How you can contribute to the program.

Your personal statement provides you with an opportunity to present your "self" to the Admissions Committee. The more vividly you express yourself, the easier it will be for the committee to understand you, and make a decision about your admission. Adhere to the following guidelines strictly:

- ~ Through this personal statement, you are required to display your honesty with self as well as with others; hence sincerity must be evident in your writing. You are free to discuss with people you know or gather information from other sources to help improve your personal statement, but the personal statement must be your original creation. Please note that on account of "plagiarism" in the personal statement, your candidature for admission will not be considered any further.
- ~ Use the space provided below to neatly write your personal statement.
- ~ The word limit is 250-300 words. The word count is taken seriously, and failure to keep length within the suggested range will be penalized.

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.

Elective Subject Selection

Please tick mark on one of the elective subjects.

Business Studies ☐

Computer Science ☐

Hotel Management ☐

Declaration

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 or misleading information, or omission will be cause for revoking any offer of admission, or for disciplinary action, dismissal or revocal of degree if discovered at a later date. The Admissions Committee may verify any and all parts of my application materials. I agree to abide by the rules and regulations of the school in letter and spirit, if I accept the offer of admission.

Date

Applicant's Signature