



ROYAL THIMPHU COLLEGE

Inspiring Education in Bhutan

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Royal Thimphu College

Ngabiphu, PO Box 1122

Thimphu : Bhutan



Bhutan's first and only A+ accredited institution

Former RTC students may apply for re-admission by submitting this application and the Re-Admission Undertaking Form (pages 2 & 3) to the Registrar at least a week before the beginning of the semester for which they wish to re-enroll. Those applying for re-admission to the first semester should apply by mid-March, because seats in their desired programme might be filled otherwise. Please note that re-admission will be given only upon satisfying the criteria/conditions laid out in the current re-admission policy (See www.rtc.bt).

Student's Name \_\_\_\_\_ RTC Enrollment No. \_\_\_\_\_ Contact No \_\_\_\_\_

1. Please tick the appropriate response below and fill in the requested information

I failed in the first semester of my first year with \_\_\_\_ number of module failure.

I failed after the first semester. I failed in the programme of \_\_\_\_\_ in semester \_\_\_\_\_.

2. If you wish to re-enroll in the same programme as before, sign and continue on to the Re-admission Undertaking Form on next page. If you prefer to enroll in a different programme, please indicate your preferences below. Then sign this page and complete the Undertaking Form:

Option 1 \_\_\_\_\_ Option 2 \_\_\_\_\_ Option 3 \_\_\_\_\_

3. Boarding Facilities (Yes/No): \_\_\_\_\_ Preferred Room type: (Double, Triple, Quadruple): \_\_\_\_\_

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

4. Endorsement by Parent(s)/Guardians(s) \_\_\_\_\_

5. Parent(s)/Guardians Contact #(s) \_\_\_\_\_

AAD Comments:

Recommendation: Re-admit    Do not Re-admit

Dean's Signature

SSD Comments:

Recommendation: Re-admit    Do not Re-admit

Registrar's Signature

Approved/Not Approved (only required if different recommendations on the part of AAD and SSD)

\_\_\_\_\_  
Chairperson Admissions Committee Signature



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## Re-admission Undertaking Form

This form is used by students seeking re-admission and their parents to affirm their commitment to continue again at RTC in a manner consistent with the academic regulations and the Code of Conduct of the College.

**Instructions to students and parents/guardians: Complete this form and submit it to the Registrar at RTC. The readmission is not final until it has been approved by the College.**

Student's Name \_\_\_\_\_

Student's Contact No. \_\_\_\_\_ Student's Enrollment No. \_\_\_\_\_

Parent(s)/Guardian(s) Name(s) \_\_\_\_\_

Parent(s)/ Guardian(s) Contact #(s) \_\_\_\_\_

Indicate the reason by ticking any of the following for discontinuing at RTC previously

- A. Failed
- B. Debarred
- C. Disciplinary
- D. Health
- E. Withdrawn
- F. Any other (Specify):

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 College's academic regulations 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 consistently maintain good study habits 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 re-admission again.
- 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's Signature \_\_\_\_\_ Date \_\_\_\_\_



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### Re- admission Undertaking Form (continued)

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

- I have gone through and I 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, 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

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