

The Selected candidates have to submit the following **Original documents** for verification on 31st July, 2023 before 5 pm to Registration Unit.

- Academic Transcripts – Class 12
- Photo copy of citizen identity card
- School leaving certificate
- Security Clearance

Course Fee

Nu. 84,000

Fees can be paid term wise

The tuition fee for Term I – 15,750 should be paid on or before the start of the Term (**i.e on or before 31 July, 2023**).

Payment of Fees may be made in anyone of the following options:

- **Cash**– Accounts Section, RIM Campus at Simtokha, Thimphu
- Direct Transfer / Deposit into **RIM's BOB Account No.: 100502451, Thimphu Branch**. Please quote your **Name, Course** in the sender/depositor's address (e.g Dorji Pem, DIT). The counter-foil of the deposit slip or transaction slip copy (MBOB) needs to be scanned and submitted to RIM Accounts section or email to padam@rim.edu.bt

Note: Money Receipts will be issued only upon confirmation of the TT receipt/deposits with RIM bank account.

In order to ensure that fees are paid within the set timelines, penalties will be applied for late payments beyond the deadlines set, as per the following.

Sl. no	Time delayed	Penalties applicable
1	1-5 Business day	3 % on the total fee amount due
2	6-10 Business days	5 % on the total fee amount due
3	11 – 15 Business days	7 % on the total fee amount due
4	More than 16 Business days	Cancellation of the enrollment

Reporting Time

Boarder trainees have to report to the Institute on 30th July, 2023 (3 PM) and day scholar on 31st July, 2023 (8.30 am) in RIM Uniform to the Institute Auditorium.

Accommodation:

- The candidates selected for the course will be provided with boarding facilities. (However, candidates can choose to stay as day scholar if they prefer).
- Interested candidates may apply for accommodation (email application) to the Registration Unit in advance.
- Candidates wishing to stay in the hostel are required to pay **Nu.250/-** per month as accommodation charges and **Nu.2500/-** per month as meal charges.

List of items to be brought by boarder and days scholar trainees

For Boarder Trainees:

- Kab-ney/Rachu
- Gho/Kira
- RIM Uniform (Sangay Bidha Tshongkhang, Thimphu Town)
- Bed Sheet
- Pillow with pillow cover
- Sport outfit (shorts, vests, white canvas shoes)
- Blanket/quilts

- Bed Cover
- Working Dress
- Plate & mugs
- Mattress
- Trunks/Suitcase
- Buckets
- Sickle
- Security deposit – Nu. 500/-
- Sports & Cultural Fee – Nu. 50/-
- Football boots, stocking, etc (boys)

For Day Scholar Trainees:

- RIM Uniform (Sangay Bidha Tshongkhang, Thimphu Town)
- Kab-ney/Rachu
- Security deposit – Nu. 500/-
- Sports & Cultural fee – Nu. 50/-

Further information

For inquiries on the programs, please contact the following official:

Ms. Chhimi Om, Registration Unit: Telephone No. +975-2-351013/14; mobile: +975-77799505 e-mail: chhimi_om@rim.edu.bt