

**Accreditation Forms**

**QUALITY ASSURANCE COMMISSION  
FORM QAC 6-2004**

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**REGISTRATION OF EDUCATIONAL INSTITUTIONS**  
**APPLICATION FOR REGISTRATION**

**A. ADMINISTRATIVE DATA**

**1 Legal name of the institution**

**2. Particulars of authorized contact person**

**(a) Name**

**(b) Designation of contact person (e.g. MD, Principal, Head of Academic Affairs)**

(c) Postal address of contact person


(d) Telephone number

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(e) Fax number

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(f) E-mail address

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**2. Postal address of the institution**


**3. Physical address and contact details of head office**

Telephone	
Fax	
E-mail address	

**5. Physical addresses and contact details of main campus**

Telephone	
Fax	
E-mail address	

**6. Website**

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**B. COMPANY REGISTRATION AND GOVERNANCE PARTICULARS**

**7. Legal name of the institution (same as in item 1)**

**8. Official trading name, abbreviation or acronym (if applicable)**

**9. Type of legal person**

**10. Company registration number**

**11. Indicate whether the applicant is a local or foreign legal person**

**12. If foreign, indicate the country of origin**

**13. Details of the parent institution**

(a) Name of the parent institution

(b) Name of the head of the parent institution

(c) Postal address


(d) Physical address


(e) Telephone number

(f) Fax number

(g) E-mail address

(h) Website

**14. Particulars of the Management**

(a) Chief Executive Officer or head of the institution

(i) Name

(ii) Title

(iii) Telephone number(s) including cellular phone number, if available

(iv) Fax number

(b) Names and designation of the current directors of the institution

<b>Surname &amp; Initials</b>	<b>Title</b>	<b>Designation</b>

15. Contact details of the applicant

Telephone	
Fax	
E-mail	

16. **Holding company or any other organisation to which the institution is subordinate**

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17. **Relationship between the institution and the holding company or other organisation**

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**18 List of owners in accordance with the Memorandum and Articles of Association**

<b>Surname &amp; Initials</b>	<b>Title</b>

**19. Details of the auditors of the institution**

(a) Name of the auditor of the institution

b) Registration number issued by the Institute of Public Accountants

**20. Tax and business registration details**

(a) VAT Registration Number

(b) Tax Account Number



22. **Table 2: Proposed sites for programme delivery**

Name	Physical address	Programmes to be delivered

**D. STAFF AND STUDENT DATA**

23. **Table 03:** Total staff expected to be employed and students to be registered for post-secondary education programmes during the first 3 years of operation. The data should be expressed as headcount only.

		Year 1	Year 2	Year 3
Students				
Academic/Research staff				
	Full-time			
	Part-time			
Support staff				
	Full-time			
	Part-time			
Service staff				
	Full-time			
	Part-time			

**E. FINANCIAL VIABILITY REPORTS AND LEGAL DOCUMENTS TO BE PROVIDED**

- 25. **ANNEXURE A(1):** Business Plan including financial forecasts **OR** audited annual financial statements where applicable.
- 26. **ANNEXURE A(2):** Surety and Guarantees agreement.
- 27. **ANNEXURE B:** Company registration documents.
- 28. **ANNEXURE C:** Business registration certificates.
- 29. **ANNEXURE D:** Occupational health and safety compliance certificates and licenses.

**F. QUALITY ASSURANCE AND MONITORING**

- 30. **ANNEXURE E:** Details of each programme.
- 31. **ANNEXURE F:** Declaration on application for accreditation and status.
- 32. **ANNEXURE G:** Details of institutional capacity.
- 33. **ANNEXURE H:** Declaration on monitoring and evaluation.

**G. INTER-INSTITUTIONAL AGREEMENTS AND MARKETING INFORMATION**

- 34. **ANNEXURE H:** Inter-institutional agreements.
- 35. **ANNEXURE I:** Student prospectus, calendar or brochure.

**H. ADMISSION INFORMATION AND STUDENT RULES**

- 36. **ANNEXURE J:** Enrolment forms, students contracts and rules and regulations.

**I. ADDITIONAL INFORMATION TO BE SUBMITTED BY FOREIGN APPLICANTS ONLY**

- 37. **ANNEXURE M(1):** Proof that the Parent Institution operates lawfully as a university or deemed university.
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38. **ANNEXURE M(2):** Proof of accreditation in the country of origin.
39. **ANNEXURE M (3):** Proof of recognition in the country of origin.

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40. **ANNEXURE M (4):** Declaration that graduates from the local campus will be eligible to pursue higher studies in the Parent Institution.