

REGULATIONS FOR THE REGISTRATION OF PRIVATE HIGHER EDUCATION INSTITUTIONS, 2016

A GUIDE FOR COMPLETING THE APPLICATION FOR REGISTRATION AS A PRIVATE HIGHER EDUCATION INSTITUTION

(GUIDE APX-02)



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



The Department provides this guide to any company that intends to seek registration as a private higher education institution. This manual is a guideline to interpret the legal framework, which consists of the *Higher Education Act, 1997 (Act No. 101 of 1997)*, the *Regulations for the Registration of Private Higher Education Institutions, 2016* and the Annexures to the Regulations.

Since it is necessary to have the guides and the forms accessible, the Registrar of Private Higher Education Institutions has decided to re-publish in this format. The original publication in the Government Gazette is the formal publication. This publication is an exact copy of *Government Gazette No. 39880* dated 31 March 2016. Electronic versions of the Act, the Regulations and the Annexures are also available on the website of the Department of Higher Education and Training at address www.dhet.gov.za.

In utilizing this publication, it is important to note that it is only applicable to first-time applicants for registration as a private higher education institution. It accompanies an application form titled *Application for Registration as a Private Higher Education Institution (Form APX-01)*. For registered private higher education institutions that seek to amend their registration or submit annual reports similar publications are available on the website. For further assistance, contact the Directorate: Registration of Private Higher Education Institutions at the details provided below.

Postal Address:

Department of Higher Education and Training (DHET)
123 Francis Baard Street
Private Bag X174
Pretoria 0001

Telephone: (012) 312 5614
(012) 312 5531
Facsimile: (012) 324 6343
E-mail: registrarphei@dhet.gov.za
Call Centre: 0800 87 22 22

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ACRONYMS

CHE	Council on Higher Education
CIPC	Companies and Intellectual Property Commission
FET	Further Education and Training
FTE	Full-time equivalent
GEFETQSF	General and Further Education and Training Qualifications Sub- Framework
HEQC	Higher Education Quality Committee
HEQCIS	Higher Education Quality Committee Information Systems
IFRS	International Financial Reporting Standards
IRBA	Independent Regulatory Board for Auditors
NLRD	National Learner's Records Database
NSC	National Senior Certificate
NQF	National Qualification Framework
OQSF	Occupation Qualifications Framework
QCTO	Quality Council for Trades and Occupations
SARS	South African Revenue Services
SETA	Sector Education and Training Authority
VAT	Value Added Tax

VISION, MISSION AND MANDATE OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING

VISION

The vision of the Department of Higher Education and Training (DHET) is of a South Africa in which we have a differentiated and fully-inclusive post-school system that allows South Africans to access relevant post-school education and training in order to fulfil the economic and social goals of participation in an inclusive economy and society.

MISSION

The mission of the Department is to develop capable, well-educated and skilled citizens who are able to compete in a sustainable, diversified and knowledge-intensive international economy, which meets the development goals of South Africa.

MANDATE

The Department derives its mandate from section 29 of the Constitution of the Republic of South Africa, 1996 (“hereafter referred to as “the Constitution”) read with schedule 4 which lists the rights of all South Africans with respect to education at all education levels within South Africa. In accordance with the section 29 of the Constitution, the Department thus endeavours to provide quality education to all South Africans at every level of the post-school system. With respect to private higher education institutions specifically, the Department is guided by section 29(3) of the Constitution which states that:

Everyone has the right to establish and maintain, at their own expense, independent institutions that:

- (a) Do not discriminate on the basis of race;
- (b) Are registered with the State; and
- (c) Maintain standards that are not inferior to standards at comparable public educational institutions.

Private higher education thus has an important role to play in the mandate of the Department for delivering on the Constitutional right of South Africans to quality education that provides the intellectual and professional training required to meet the development needs of society and the economy.

THE LEGAL FRAMEWORK

In terms of the *National Qualifications Framework Act, 2008 (Act. No 67 of 2008* “the NQF Act”), the *National Qualifications Framework (NQF)*, which is the system into which the South African qualifications and part qualifications are organized and recorded, is divided into three (3) sub-frameworks. The 3 sub-frameworks are: the *Higher Education Qualifications Sub-Framework (HEQSF)*, the *General and Further Education and Training Qualifications Sub-Framework (GEFETQSF)* and the *Occupational Qualifications Sub-Framework (OQSF)*. Each sub-framework is the responsibility of a Quality Council (QC). The three QCs are: the *Council on Higher Education (CHE)* which is responsible for the quality assurance of higher education qualifications which are on levels 5 – 10 of the NQF, *Umalusi* which is responsible for the quality assurance of college programmes and qualifications which are on levels 1 – 4 of the NQF and the *Quality Council for*

Trades and Occupations (QCTO) which is responsible for the quality assurance of qualifications that belong in the trades and occupations which are on levels 1- 8 of the NQF. These QCs are responsible for accreditation of qualifications falling within their sub-frameworks as well as accrediting private institutions that wish to offer their qualifications.

The *South African Qualifications Authority (SAQA)* is responsible for maintaining the NQF. To enable the Registrar to register private institutions in compliance of section 29 of the Constitution of the Republic of South Africa, SAQA makes decisions as to which qualifications sub-framework a qualification belongs to so as to avoid a situation where private institutions may offer qualifications or part qualifications without registration of such qualifications on the NQF. The QCTO may delegate its accreditation functions to a **“delegated accrediting authority”**, such as a *Sector Education and Training Authority (SETA)*, a professional body or another entity but the final endorsement and certification will be issued by the QCTO as the responsible QC.

The *Higher Education Act, 1997 (Act No. 101 of 1997)* (hereafter referred to as “the Act”) requires that private institutions be registered with the DHET in order to operate legally, over and above being accredited by the CHE.

The *Continuing Education and Training Act, 2006 (Act. No. 16 of 2006)* (“hereafter referred to as “the CET Act”) requires that private colleges be registered with the DHET in order to operate legally, over and above being accredited by Umalusi.

According to the *Skills Development Act, 1998 (Act No.97 of 1998)* (hereafter referred to as “the SD Act”), private providers that offer qualifications that fall on the sub-framework of the QCTO, which is the OQSF, that is, the sub-framework for trades and occupations must be accredited by the QCTO. For OQSF qualifications that fall on levels 1 to 6 of the NQF, private providers are required to register as private colleges. For OQSF qualifications that fall on levels 7 to 8 of the OQSF, private institutions are required to register as PHEIs. In the likely event that a private provider offers qualifications from the three sub-frameworks, it has to satisfy in respect to a specific qualification, the requirements of the QC that relate to any one of the three Acts: HE Act, CET Act and SD Act.

Therefore, accreditation of qualifications and the ability of the institution to deliver the qualifications for private higher institutions (PHEIs) and private colleges is a means towards registration and it does not represent or replace registration for them.

The National Qualifications Framework (NQF)

The following is a representation and explanation of the National Qualifications Framework (NQF).

NATIONAL QUALIFICATIONS FRAMEWORK			
LEVEL		SUB-FRAMEWORK AND QUALIFICATION TYPES	
10	H E Q S F	DOCTORAL DEGREE DOCTORAL DEGREE (PROFESSIONAL)	O Q S F
9		MASTER'S DEGREE MASTER'S DEGREE (PROFESSIONAL)	
8		BACHELOR HONOURS DEGREE POSTGRADUATE DIPLOMA BACHELOR'S DEGREE (480 CREDITS)	
7	G E N E T Q S F	BACHELOR'S DEGREE (360 CREDITS) ADVANCED DIPLOMA	OCCUPATIONAL CERTIFICATE (LEVEL 7)
6		DIPLOMA ADVANCED CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 6)
5		HIGHER CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 5)
4		NATIONAL CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 4)
3	G E N E T Q S F	INTERMEDIATE CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 3)
2		ELEMENTARY CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 2)
1		GENERAL CERTIFICATE	OCCUPATIONAL CERTIFICATE (LEVEL 1)

Taken from Government Gazette Volume 578, Number 36721, Pretoria, 2 August 2013 and adapted for the Register. The GENETQSF can be found on Page 23 of the Gazette. Qualification types beyond level 6 on the OQSF have not been determined pending further advice.

Key to sub-frameworks

Higher Education Qualifications Sub- framework (HEQSF)	General and Further Education and Training Qualifications Sub- framework (GENFETQSF)	Occupational Qualifications Sub- framework (OQSF)
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The following must be noted:

- a) A “Diploma” is pitched on Level 6 of the NQF and it carries either 360 credits or 480 credits.
- b) A “Degree” that is pitched on Level 7 of the NQF carries 360 credits.
- c) A “Degree” that is pitched on Level 8 of the NQF carries 480 credits.
- d) An exception is the *Bachelor of Education* (BEd) degree which is pitched on Level 7 of the NQF with 480 credits.
- e) Other exceptions will be brought to your notice as they arise.

The National Education Diploma (NATED) Commonly Referred to as N-Diplomas

- a) The Department offers N-Diplomas on Levels 1 to 6 of the NQF through both public and private providers. For a provider to offer N-Diplomas on levels 1 to 6 of the NQF registration by the DHET as a private college is required.
- b) The N1-N3 “Diplomas” must be accredited by Umalusi and the N4-N6 “Diplomas” must be accredited by the QCTO. The provider must then be registered as a private college with the DHET before the programmes can be offered.

SETA-accredited “Diploma” qualifications

A “Diploma” falls on the sub-framework of the HEQSF. However, some “Diplomas” that are accredited by *Sector Education and Training Authorities* (SETAs) will be phased out gradually. A SETA is only a **“delegated accrediting authority”** of the QCTO. The accreditation of a “Diploma” qualification by a SETA will not qualify it for registration as a PHEI.

Transitional Arrangements

The following transitional arrangements need to be noted.

- a) The SETA accredited “Diploma” will be phased out in the transitional period.
- b) On 6 July 2016, Dr BE Nzimande, the Minister of Higher Education and Training announced in Government Gazette No. 40123 that 31 December 2019 is the last enrolment date for first time entering students into non-HEQSF aligned programmes. Therefore, after 31 December 2019, no PHEI may offer any qualification with a title stipulated in the HEQSF that is not aligned to the HEQSF, duly accredited by the CHE, and registered by the DHET and the SAQA.
- c) PHEIs currently purporting to offer non-HEQSF aligned programmes need to plan their phase-out as no new enrolments will be permitted after 31 December 2019.
- d) The Department and SAQA are in the process of regulating the use of nomenclatures for programmes that use the HESF nomenclatures but do not belong to the HEQSF.

The registration of private higher education institutions

The Department implements its registration and regulation functions for private higher education institutions in accordance with the requirements of the:

- a) *Higher Education Act, 1997 (Act No. 101 of 1997)*(hereafter “the Act”); and

- b) *Regulations for the Registration of Private Higher Education Institutions*, published in *Government Gazette No.39880* dated 31 March 2016 (hereafter referred to as “the Regulations”). The Regulations were promulgated on 31 March 2016, and came into effect on 1 April 2016 (Note: The *Regulations for the Registration of Private Higher Education Institutions, 2016* repeals the *Regulations for the Registration of Private Higher Education Institutions, 2002*). The Regulations are an elaboration of the provisions of the Act. They clarify the requirements of the Act.

The requirement to register as a private higher education institution only applies to private institutions offering learning programmes that result in the award of whole qualifications, that is, learning programmes that result in the award of higher certificates, diplomas or degrees as per the HEQSF.

The granting of registration, as contemplated in the Act, means that the Registrar grants an institution the legal authority to offer higher education programmes and award higher education qualifications. The purpose of registering private institutions offering higher education is to ensure that:

- a) Private higher education institutions offer an acceptable quality of education;
- b) Students receive higher education from institutions that have the resources, capacity and/or expertise to deliver quality programmes;
- c) Students enrolled with private higher education institutions obtain qualifications that are aligned with the NQF; and
- d) The education system continues on a path of transformation in accordance with government policy and regulation.

The registration process does not affect public higher education institutions. The regulatory framework sets criteria that define who is eligible for applying for registration and who qualifies for registration. It further outlines the responsibilities of an institution once registered. Registration can, therefore, be seen as a means of protecting the integrity of the higher education system, as well as protecting the interests of the public.

Chapter 7 of the Act deals specifically with private higher education institutions. The Regulations to which this guide and the application form are an attachment, provide the legal framework within which the Registrar of Private Higher Education Institutions is required to regulate the registration of private higher education institutions in terms of the Act.

APPLICATION TYPES

Regulations 3 and 4 stipulate the following:

1. Application for registration

Any person intending to establish and maintain a private higher education institution must complete and submit an *Application for Registration as a Private Higher Education Institution (Form APX-01)* at least 18 months before the institution commences its operations.

2. Application for amendment

An institution wishing to amend its registration or provisional registration in terms of section 58 of the Higher Education Act must complete and submit an *Application for Amendment (Form APX-02)* to the Registrar in terms of the Regulations at least (twelve) 12 months before the proposed amendment comes into effect.

IMPORTANT CONSIDERATIONS FOR LODGING THE APPLICATION FOR REGISTRATION

This Guide and the accompanying application Form must be used when a private institution applies for registration as a private higher education institution.

Private institutions seeking registration should contact the Department of Higher Education and Training to discuss their eligibility to register in terms of the Higher Education Act. For an application to be considered for registration the applicant must:

- a) Propose to offer higher education as contemplated in section 1 of the Act; and
- b) Have established a juristic person in terms of the (*Companies Act, 2008 (Act No 71 of 2008)*) (“the Companies Act”).

The requirements for registration are prescribed in the Act and operationalised in Chapter 3 of the Regulations. In terms of the Act, the registration of private higher education institutions is linked to two main criteria:

1. Financial viability

The applicant must provide proof in the application that its income is or will be sufficient to sustain its programmes in an acceptable manner and that it has, or will have, a stable financial position that will enable it to maintain operational continuity.

The applicant must also submit proof that it has established financial surety or guarantee to ensure that it meets its obligations to its enrolled students.

2. Institutional and programme accreditation

The applicant must propose to offer only programmes leading to qualifications that are registered on the NQF and that fall on the sub-framework of the CHE which is the HEQSF. The application to the Department must be supported by an application for institutional and programme accreditation by the HEQC, a permanent committee of the CHE. On applying for registration, an applicant must provide proof that an application for accreditation has been lodged with the HEQC.

Private institutions wishing to discuss accreditation should contact the CHE directly at:

The Director: Accreditation
Council on Higher Education (CHE)
PO BOX 94
PERSEQUORPARK
0126
Telephone: 012 349 3840
E-mail: Accreditation@che.ac.za

3. Registration of qualifications on the NQF

According to section 13(1)(h)(ii) of the NQF Act, SAQA is responsible for registering higher education qualifications on the NQF. Applicants for registration must therefore submit to the Registrar the official report issued by SAQA as proof that their programmes are registered on the NQF.

Should you wish to contact SAQA in this regard, their contact details are as follows:

The Director: Registration and Recognition
South African Qualifications Authority
Postnet Suite 248
Private Bag X06
Waterkloof, 0145
Telephone: 012 431 5000

In determining the application, the Registrar is required to consider, inter alia, the evidence provided in the application, as well as the recommendations of the HEQC on the applicant's application for accreditation. On the basis of these, the Registrar must determine whether, if registered, the applicant will maintain acceptable standards that are not inferior to those of a comparable public higher education institution.

IMPORTANT REQUIREMENTS FOR COMPLETING THE APPLICATION FORM

This Guide was developed to assist applicants for registration as private higher education institutions with the Department. It is important to bear in mind that this document is a Guide and additional information may be required to support the application.

An application Form (*Form APX-01*) accompanies this Guide. The Guide is linked to the various sections of the application Form. Applicants are, therefore, strongly urged to read through the Guide carefully before commencing with the completion of the application Form. Applicants are also strongly advised to read the Guide in conjunction with the Act and the Regulations.

When completing the application Form, the following must be borne in mind:

- a) An application for registration must be lodged with the Department at least 18 months before the applicant proposes to initiate operations.
- b) All sections of the Form must be completed fully, in the required format, and submitted to the Department. The Registrar of Private Higher Education Institutions will not process an incomplete application or an application that does not address the items as required.
- c) All application documents must carry the date of submission to the Department.
- d) The application documents can be accessed electronically on the DHET's website at: <http://www.dhet.gov.za> (Click on *Universities/Private Higher Education Institutions* to view or download the document). All applications must be submitted as hard copies.

- e) The application fee can be paid by means of a cheque for R500 made out to the Department of Higher Education and Training or by Electronic Transfer (EFT). Applicants wishing to use EFT should contact the Directorate for the account details at 012 312 5614.
- f) Important supporting documentation in the form of listed Annexures must be provided as part of the application.
- g) The application consists of the following eight sections:

FORM

Section A: Administrative data (Items 1-6)

Section B: Company registration and governance particulars (Items 7-18)

Section C: Particulars of learning programmes and sites of delivery (Items 19-21)

Section D: Projected staff and student data (Items 22-23)

Section E: Data on TVET and GET programmes (Item 24)

ANNEXURES

Section F: Financial viability reports and legal documents (Items 25-31)

Section G: Legal documents on TVET and GET programmes (Items 32-35)

Section H: Monitoring and evaluation (Items 36-37)

Section I: Inter-institutional/Partnership agreements and marketing information (Items 38-42)

Section J: Admission information and student rules (Items 43-49)

Section K: Declaration on non-discrimination (Item 50)

Section L: Additional information to be submitted by foreign applicants only (Items 51-54)

An application checklist is provided at the end of this document to assist applicants to determine whether all the required information is included.

In the spaces provided in *Form APX-01*, the required information must be provided as explained per item below. Each explanation corresponds to the item on the *Form APX-01*.

A. ADMINISTRATIVE DATA

ITEM 1

Supply the legal name of the company that is applying for registration as a private higher education institution. Only companies that are registered or recognised as juristic persons in terms of the Companies Act are eligible to apply. Please note that trading names are prohibited.

ITEM 2

Fill in the name and surname, title, designation, telephone number, fax number and e-mail address of the authorized contact person for all correspondence to the applicant.

ITEM 3

Fill in the postal address to which all correspondence to the applicant should be mailed.

ITEM 4

Fill in the physical address and contact details of the applicant's head office. The street, number, suburb, city or town must be clearly indicated.

ITEM 5

If the physical address and contact details of the applicant's main campus is different from that of its head office, the physical address of the main campus must be indicated in the space provided.

ITEM 6

Fill in the applicant's website address.

B. COMPANY REGISTRATION AND GOVERNANCE PARTICULARS

ITEM 7

Supply the legal name in which the applicant was established as a juristic person in terms of the Companies Act. This name should be the same as in Item 1 above.

ITEM 8

Indicate the applicant's type of juristic person as per sections 1 and 8 of the *Companies Act*. Two types of companies may be formed and incorporated under this Act, namely non-profit (NPC) or profit companies.

(1) According to the Act a non-profit company is –

- a) Incorporated for a public benefit or other object as required by item 1(1) of Schedule 1 (See the Companies Act); and
- b) The income and property of which are not distributable to its incorporators, members, directors, officers or persons related to any of them except to the extent permitted by item 1 (3) of Schedule 1.

(2) According to the Companies Act a profit company is company incorporated for the purpose of financial gain for its shareholders consisting of:

- a) A state-owned company; or
- b) A private company if –
 - (i) it is not a state-owned company; and
 - (ii) its *Memorandum of Incorporation* –
 - prohibits it from offering any of its securities to the public; and
 - restricts the transferability of its securities;
- c) A personal liability company if –

- (i) it meets the criteria for a private company; and
 - (ii) its *Memorandum of Incorporation* states that it is a personal liability company; or
- d) A public company in any other case (i.e. a public company means a profit company that is not a state-owned company, a private company or a personal liability company).

ITEM 9

Fill in the full company registration number as it appears on the *Memorandum of Incorporation*.

ITEM 10

Indicate whether the applicant is a local or foreign juristic person, as defined in section 1 of the Act.

ITEM 11

If the applicant is a foreign juristic person, indicate the country of origin.

ITEM 12

If the applicant is a foreign juristic person, please supply in the spaces provided the following details of the parent institution in the country of origin:

- a) Name of the parent institution;
- b) Name and surname of the head of the parent institution;
- c) Title;
- d) Postal address;
- e) Physical address;
- f) Telephone number;
- g) Fax number;
- h) E-mail address; and
- i) Website address.

ITEM 13

This item is divided into a), b) and c).

a) In the spaces provided, the following details of the Head or Chief Executive Officer of the applicant must be filled in:

- i) Name and surname;
- ii) Title;
- iii) Identity number (Passport number and citizenship if not South African);
- iv) Telephone numbers (including the cellular phone number if available); and
- v) Fax number.

b) In the spaces provided, the following details of the applicant's owners as indicated in *Memorandum of Incorporation* issued by the CIPC:

- i) Name and Surname;
- ii) Title;
- iii) Designation in the organization; and
- iv) Identity number (Passport number and citizenship if not South African).

c) In the spaces provided, the following details of the applicant's Directors as indicated on the *Certificate of Confirmation* (COR15.2) issued by the CIPC:

- v) Name and Surname;
- vi) Title;
- vii) Designation in the organization; and
- viii) Identity number (Passport number and citizenship if not South African).

ITEM 14

Fill in the applicant's physical address and contact details to be used as *domicilium citandi et executandi* for all purposes arising out of, or in connection with the application for registration as a private higher education institution.

ITEM 15

If applicable, give the name of the applicant's holding company, or any other organisation to which the applicant is legally, commercially or academically subordinate, or on which it is otherwise dependent, such as a trust or religious body.

ITEM 16

In the space provided, fill in the names of the institutions that are merging and the name of the newly merged institution.

ITEM 17

Fill in a) the name (of the firm) of the applicant's auditor, appointed in terms of the Companies Act and registered as an auditor with the *Independent Regulatory Board For Auditors (IRBA)*. In b) the auditor's practice or registration number, as issued by the IRBA should be filled in.

ITEM 18

In this item the following details of the applicant must be filled in:

- a) Value-Added Tax registration number;
- b) Income Tax number; and
- c) Proof of Exemption from VAT issued by SARS (Indicate Yes, No or Not Applicable). If Yes, attach letter as Annexure B3.

C. PARTICULARS OF LEARNING PROGRAMMES AND SITES OF DELIVERY

The accreditation status of programmes with the HEQC is an important requirement of the Act for the registration of private higher education institutions. The registrar must be satisfied that the institution will provide education of a standard not inferior to a comparable public institution, and that it will comply with the requirements of the HEQC. All learning programmes must adhere to the requirements of the HEQSF.

ITEM 19

Details of all programmes submitted to the HEQC for accreditation as higher education programmes must be supplied in **Table 01**.

NQF FIELDS

In terms of *Government Gazette No. 20234*, of 25 June 1999, SAQA has determined the following fields and sub-fields for purposes of registering qualifications on the NQF. Qualifications refer to degrees, diplomas and certificates that an applicant proposes to award to students on successful completion of a programme of study. Before completing the form, it is important to check into which field your learning programme falls.

01 Agriculture and Nature Conservation

Primary and secondary agriculture, nature conservation, forestry and wood technology, horticulture

02 Culture and Arts

Design studies, visual and performing arts, cultural studies, music, sport, film, television and video.

03 Business, Commerce and Management Studies

Finance, economics and accounting, generic management, human resources, marketing, procurement, office and public administration, project management, public relations.

04 Communication Studies and Language

Communication and information studies, language, literature.

05 Education, Training and Development

Schooling, higher education and training, early childhood development, adult learning.

06 Manufacturing, Engineering and Technology

Engineering and related design, manufacturing and assembly, fabrication and extraction.

07 Human and Social Studies

Environmental relations, general social science, industrial and organisational governance and human resource development, people/human-centred development, public policy, politics and democratic citizenship, religious and ethical foundations of society, rural and agrarian studies, traditions, history and legacies, urban and regional studies.

08 Law, Military Science and Security

Safety and justice in society, sovereignty of the state.

09 Health Sciences and Social Services

Preventive health, promotive health and development services, curative health, rehabilitative health/services.

10 Physical, Mathematical, Computer and Life Sciences

Mathematical, physical, life, information technology and computer, earth and space and environmental sciences.

11 Services

Hospitality, tourism, travel, gaming and leisure, transport, operations and logistics, personal care, wholesale and retail, consumer services.

12 Physical Planning and Construction

Physical planning, design and management, building construction, civil engineering construction, electrical infrastructure construction.

NQF LEVELS

The following is a guide for purposes of completing *Form APX-01* (See illustration on page 9) and note that these levels are taken from the HEQSF, which is a component of the NQF:

NQF level 5 broadly refers to Higher Certificates.

NQF level 6 refers to the Advanced Certificate and Diplomas.

NQF level 7 refers to the Advanced Diploma and Bachelor's Degrees (360 credits).

NQF level 8 refers to the Postgraduate Diploma, Bachelor's Degree (480 credits) and the Bachelor Honours Degree.

NQF level 9 refers to the Master's Degree and the Master's Degree (Professional).

NQF level 10 refers to the Doctoral Degree and the Doctoral Degree (Professional).

Mode of Delivery refers to the delivery of programmes which may be contact or distance as per the criteria for accreditation set by the CHE.

Contact with students refers to the attendance of students which may be full-time or part-time.

ITEM 20

Site refers to any physical space such as a campus, satellite campus, tuition or learning centre controlled and administered by an applicant or an institution. All learning sites where higher education programmes are delivered must be accredited. Only accredited programmes and sites of delivery for which the applicant assumes legal and financial responsibility will be registered. In the columns provided in **Table 02**, the following details of the proposed sites of delivery must be supplied:

- a) Programmes to be delivered at the site; and
- b) The physical address of the site.

ITEM 21

Joint use of a facility between a private higher education institution and another institution means the sharing, hiring or use of another facility not under the administration and control of the hiring institution for the provision of higher education as defined in section 1 of the Act. In the columns provided in **Table 03**, the following details of the facility must be indicated:

- a) The name and physical address of the facility; and
- b) Programmes to be delivered at the facility.

D. PROJECTED STAFF AND STUDENT DATA

ITEM 22

In **Table 04**, the head count staff and student totals must be supplied for the first three years of operation. The data must be supplied in the required format and according to the categories supplied. The data must be for programmes that the applicant proposes to offer as higher education programmes in accordance with the Act.

Before responding to this item, the following explanations must be taken into consideration:

a) Head count student enrolment

A head count student enrolment is literally a counting of heads. Students are counted as units regardless of whether they are full-time or part-time, and regardless of the number of courses for which they are enrolled. For example, students enrolled for 20%, 50% or 100% of a full-time curriculum will all be counted as units in a head count total.

The head count totals reported in the tables must be **unduplicated** ones. In an unduplicated head count enrolment total a student is counted **once only**. If a student is registered for more than one qualification, then he/she must be counted only for the qualification considered by the applicant to be his/her main qualification.

b) Head count staff totals

A head count total of staff is literally a counting of heads. Every applicant should indicate how many of his/her staff are **full-time** and how many are **part-time**.

c) Academic/Research staff

These are the academic members of the applicant's staff involved in teaching and research.

d) Support staff

These are the members of staff who support, either directly or indirectly, the applicant's instructional activities. To be placed in this category are members of staff who perform functions

such as academic support services, student support services, human resource management, financial management and administration.

e) Service staff

These are members of staff who perform auxiliary services, such as the operation and maintenance of the physical premises and work on, for example, building maintenance, garden services, custodial and security services.

ITEM 23

In **Table 05**, the details of higher education programmes for which the applicant offers support such as tuition on behalf of another institution must be supplied. Certifying institution refers to the institution that is responsible for issuing certificates, and awarding degrees and diplomas to successful students at the end of a programme of study.

E. DATA ON TVET AND GET PROGRAMMES

ITEM 24

- a) By means of a **Yes** or **No**, indicate whether you offer programmes on the OQSF.
 - b) If **Yes**, provide proof of accreditation with the QCTO or SETA.
 - c) By means of a **Yes** or **No**, indicate whether you offer programmes on the GENFETQSF.
 - d) If **Yes**, provide proof of your UMALUSI accreditation number.
 - e) By means of a **Yes** or **No**, indicate whether you offer the National Senior Certificate (NSC).
 - f) If **Yes**, provide proof of the number assigned by the Provincial Education Department.
 - g) By means of a **Yes** or **No**, indicate whether you are operating an independent school.
 - h) If **Yes**, provide proof of your UMALUSI accreditation number and the number assigned to your school by the Provincial Education Department.
-

F. FINANCIAL VIABILITY REPORTS AND LEGAL DOCUMENTS

ITEM 25

ANNEXURE A(1)

Audited annual financial statements OR Audited 3-year financial forecasts

a) Audited annual financial statements

An applicant which is already operating in the GET and/or TVET sub-framework or any other business, but wants to extend its operations to higher education, must submit its most recent

audited annual financial statements for the existing business and a business plan for the proposed higher education operations. For purposes of applying for registration as a private higher education institution, the applicant's directors must prepare and submit the audited annual financial statements for the previous financial year. The preparation and presentation of the financial statements must comply with the requirements of the Act, the *Companies Act* and the *International Financial Reporting Standards (IFRS)*. The financial statements must include the following:

- *Auditor's report;*
- *Directors' report;*
- *Balance sheet;*
- *Income statement;*
- *Cashflow statement;*
- *Statement of changes in equity;*
- *Summary of accounting policies;* and
- *Notes to the financial statements.*

The auditor's report referred to above must comply with requirements as explained in the following section:

i) The auditor's report

In terms of the Act, the auditor's report must be issued by a **registered independent auditor**. In terms of form and content, the auditor's report must conform to the *SAAS 700* issued by the SAICA. The auditor's report shall be issued on the auditor's official letterhead. In the report, the auditor shall express his/her opinion on the appropriateness of the management's use of the going concern assumption in their preparation of the applicant's financial statements. In terms of section 56(1)(b) of the Act, the auditor's report shall be available for public scrutiny. Further, the auditor must indicate whether or not he/she concurs with the directors' *Financial Viability Statement* referred to below.

ii) Directors' report

Any matter not dealt with in the balance sheet, statement(s) of changes in equity, income statement, cash flow statement or notes thereto shall be dealt with in the directors' report. Any post balance sheet event, which is material to the appreciation of the financial position of the applicant, its changes in equity, and the results of its operations and cash-flows shall also be tabled in the directors' report.

In terms of format and content, the directors' report must comply section 299 and *Part III of Schedule 4* of the Companies Act. It must, therefore, include, but not be limited to the following aspects:

- *Directors and secretary;*
- *Principal activities/Nature of business;*
- *Directors' responsibilities;*
- *Going concern assessment;*
- *Operating results;*
- *Dividends;*

- *Review of operations;*
 - o *Revenue;*
 - o *Profit before tax;*
 - o *Extraordinary items;*
- *Share capital;*
- *Post-balance sheet events; and*
- *Financial viability statement.*

The following verbatim statement must constitute the *Financial Viability Statement* referred to in the list above:

I hereby confirm that I have no reason to believe that (name of the applicant) is not financially capable of meeting its obligations to its students as contemplated in section 53(1)(a) of the Higher Education Act, 1997 (Act No. 101 of 1997).

The Chief Executive Officer, or an official of similar standing, must sign the directors' report.

b) Audited 3-year financial forecasts

A new applicant, who has not previously operated in any form whatsoever, must submit an audited 3-year financial forecast. The 3-year financial forecast shall consist of the following:

- a) *Auditor's report;*
- b) *Detailed assumptions;*
- c) *Balance sheet;*
- d) *Pro forma income statements for 3 years;*
- e) *Pro forma cash flow statements for 3 years;*
- f) *Explanatory notes to the financial forecasts;*
- g) *Detailed assumptions:* These assumptions should serve as the bases for all the figures and calculations done in the pro forma statements.;
- h) *Balance Sheet:* This statement must, on analysis, be in a position to provide answers to the following questions:
 - What assets does the applicant own?
 - How much does the applicant intend investing in the proposed operations?
 - What are the applicant's sources of funding?
 - What is the proportion of debt to be incurred vis-à-vis own capital/equity?
- i) *Pro forma income statements:* This statement must, on analysis, be able to show all the sources of the applicant's income and the amounts to be generated from each source. It must further indicate how the applicant is to meet the following funding requirements (start-up expenditure line items):
 - *Capital costs;*
 - *Student accommodation;*
 - *Laboratory and/or workshop equipment;*
 - *Library facility;*
 - *Student support services;*
 - *Student financial aid;*

- *Research;*
- *Quality assurance and quality promotion;*
- *Professional fees (legal, financial, etc);*
- *Costs for developing operational policies;*
- *Systems design, purchase and implementation;*
- *Promotion/ Advertising/ Marketing Costs;*
- *Furniture;*
- *Electronic equipment (Teaching and learning);*
- *Vehicles;*
- *Staff recruitment;*
- *Staff salaries;*
- *Rent;*
- *Travel;*
- *Recreation;*
- *Telecommunication; and*
- *Office consumables, etc.*

j) *Pro forma cash flow statement:* This statement must indicate how much, during the first three years of operation, the applicant expects to:

- *generate for/ from operating activities;*
- *generate for/ from investing activities; and*
- *generate for/ from financing activities.*

k) *Explanatory notes*

Aspects that have not been dealt with as part of *Assumptions*, should be clearly explained in this section. Where applicable, this section should include, but not be limited to, the explanation of the following:

- *Dividend policy (if any);*
- *Financing terms and conditions; and*
- *VAT treatment, etc.*

ITEM 26

ANNEXURE A(2) Business plan

The audited 3-year financial forecast or audited annual financial statements to be submitted to the Registrar of Private Higher Education Institutions shall be accompanied by a detailed 3-year business plan containing the following headings:

1. Executive Summary of the Business Plan

2. Vision, Mission and Organisational Objectives

2.1 Vision

2.2 Mission

2.3 Objectives

3. Scope of operations

- 3.1 Description of infrastructure to be used and its suitability for the proposed programmes.
- 3.2 Nature and level of research to be conducted.
- 3.3 Areas in which expansion is contemplated within the first three years.

4. Planned structure of the organization

By means of a comprehensive organogram, the planned structure of the organisation must be indicated. The organogram must depict all the organisational divisions and their management and must indicate the Chief Executive Officer (CEO), Executive Managers as well as Administrative Managers. It must also show the number of academic and support staff in each academic division.

5. Market Research, Assessment and Feasibility

- 5.1 Description of the target market.
- 5.2 Current and long-term demand of the proposed programme offerings.
- 5.3 Degree of concentration of similar programme offerings by other public or private providers in the geographical area of the applicant's proposed location.

6. Risk Analysis and Management Strategies

- 6.1 External risks such as market risks and economic risks.
- 6.2 Internal risks such as:

- a) *Governance/Management/Systems inadequacies/Capacity failure;*
- b) *Financial risk;*
- c) *Marketing risk;*
- d) *Implementation risk.*

- 6.3 Risk management strategies:

- a) *Implementation and phasing;*
- b) *Risk monitoring indicators;*
- c) *Financial risk indicators; and*
- d) *Risk Management approach.*

7. Organisational policies

- 7.1 Policy on staffing which must also include the Employment Equity policy as determined by the requirements of the *Employment Equity Act, 1998 (Act No. 55 of 1998)*.
- 7.2 Policy on institutional governance, management and student welfare including the following, which must be submitted as Annexures M to S:
 - a) *Policy on student admission;*
 - b) *Policy on institutional language;*

- c) *Policy on student financial aid;*
- d) *Policy on student support services;*
- e) *Policy on health and wellness including HIV/ AIDS;*
- f) *Policy on people living with disability;*
- g) *Policy and procedures for handling of staff and student complaints and grievances;*
- h) *Policy on student fees and charges, including refund in case of cancellation and withdrawal of registration;*
- i) *Policy on rules and regulations relating to student and staff Code of Conduct;*
- j) *Policy on the student enrolment contract; and*
- k) *List of all partnership agreements.*

8. Implementation framework

The implementation framework must include the following:

- a) *Implementation time frames;*
- b) *The rationale for these time frames; and*
- c) *Critical success factors for this projects.*

ITEM 27

ANNEXURE A (3): Surety agreement

In terms of Regulation 12(1)(c) an applicant is required to set up surety or guarantee to ensure that the applicant is able to meet its obligations to students for as long as it remains a registered private higher education institution. As documentary proof to this effect, a signed certified copy of the Agreement must be submitted to the Registrar in the following format set out in Regulation 12(2).

- a) *The official letterhead of the bank or insurance company ("the Surety");*
- b) *The official name of the applicant ("identity of the Principal Debtor");*
- c) *The students as beneficiaries ("identity of Creditor");*
- d) *The main responsibility of the Principal Debtor to the Creditor ("the Principal Obligation");*
- e) *The amount of money covering the reimbursement of students based on projected income from student fees;*
- f) *The terms and conditions of the agreement;*
- g) *A signature of a representative of the applicant;*
- h) *A signature of a representative of the bank or insurance company; and*
- i) *The signatures of at least two witnesses.*

The surety agreement must be structured in accordance with enrolment projections and the costs incurred for the repayment of student fees should the institution be required to close due to bankruptcy or other forms of business failure.

ITEM 28

ANNEXURE B (1): Company registration documents

One of the eligibility criteria for registration as a private higher education institution is that the applicant should be a registered or recognized juristic person established in terms the Companies Act. As proof thereof, please submit a signed certified copy of your institution's *Memorandum of*

Incorporation as issued by CIPC. To be regarded as valid, these documents should bear the official Seal and the signature of the Registrar of Companies.

ITEM 29

ANNEXURE B (2): Certificate of Confirmation (COR 15.2) issued by the CIPC indicating list of Directors.

As proof of the details of the Directors of the company, please submit a signed certified copy of the *Certificate of Confirmation* as issued by CIPC. To be regarded as valid, this document should bear the official Seal and the signature of the Registrar of Companies.

ITEM 30

ANNEXURE B (3): Proof of exemption from the payment of VAT issued by SARS

In order for your institution to be exempted from providing evidence that it is registered to pay VAT, please submit a signed, certified copy of the letter exempting your institution from paying VAT that it received from SARS.

ITEM 31

ANNEXURE C: Occupational health and safety audit report(s) and certificate

An applicant must submit a certified copy of a compliance certificate issued by a legally competent health and safety professional or organisation accredited in terms of the *Occupational Health and Safety Act, 1993 (Act No 85 of 1993)*. As noted in Regulation 11(2), the compliance certificate must confirm that the premises identified in the application for registration complies with all the relevant health and safety regulations and is safe for the use of all persons should the applicant be granted registration. The certificate must therefore confirm that the premises are safe with respect to the following pieces of legislation:

- a) *Occupational Health and Safety Act;*
- b) *General Administration Regulations;*
- c) *General Safety Regulations;*
- d) *Electrical installation Regulations;*
- e) *General Machinery Regulations (if applicable);*
- f) *Environmental Regulations for Work Places;*
- g) *Lift, escalator and Passenger Conveyor Regulations;*
- h) *Electrical Machinery Regulations (if applicable);*
- i) *Facilities Regulations; and*
- j) *Other*

G. LEGAL DOCUMENTS ON TVET AND GET PROGRAMMES

ITEM 32

ANNEXURE D: Proof of accreditation with the QCTO and/or SETA

As proof of that your institution is offering programmes on the OQSF, submit your programme accreditation documents issued by the QCTO or SETA. To be regarded as valid, these documents should be certified copies of the original.

ITEM 33

ANNEXURE E: Proof of DHET registration number for programmes registered on GEFETQSF

As proof that your institution is offering programmes on the GEFETQSF, submit the registration number issued by the DHET. To be regarded as valid, the document should be a certified copy of the original.

ITEM 34

ANNEXURE F: Proof of accreditation by UMALUSI and proof of registration with the Provincial Department of Education for the operation of an Independent School.

As proof of that your institution is operating an independent school, provide proof of registration with the Provincial Department of Education and proof of accreditation by UMALUSI. To be regarded as valid, the documents should be certified copies of the original.

ITEM 35

ANNEXURE G: Proof of list of audited programmes and letter of verification by SAQA

Please submit an audited list of all programmes offered by your institution. The audited list must include full and part qualifications that belong to the HEQSF, GEFETQSF and the OQSF, short courses and other programmes. The list must be audited by an auditor registered with the IRBA. The list must be accompanied by written confirmation from SAQA as to which qualifications sub-framework the “programmes” or “qualifications” belong.

H. MONITORING AND EVALUATION

ITEM 36

The declarations contemplated under this section will bind the institution to the requirements of the Act in terms of subjecting itself to the Monitoring and Evaluation mechanisms of the Department.

ANNEXURE H: Declaration on monitoring and evaluation

The following verbatim undertaking must be submitted by the applicant on its official letterhead and must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation:

I hereby declare that, if registered, or provisionally registered,.....[legal name of the applicant] shall comply with an evaluation of the institution at intervals to be determined by the Registrar.

I further declare that, if registered, or provisionally registered, [legal name of the applicant] shall comply with any other reasonable process arranged by the registrar after consultation with the institution for the purpose of monitoring compliance with the requirements of the Act and the conditions of registration.

An original copy of this declaration must be submitted.

ITEM 37

ANNEXURE I: Declaration by students on enrolment on higher education programmes

The following verbatim undertaking must be submitted by the applicant on its official letterhead and must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation:

I hereby declare that, if registered, or provisionally registered,.....[legal name of the applicant] shall comply with the requirement of the Registrar to ensure that students enrolled for higher education programmes complete the following declaration on the letterhead of the institution:

“I, _____ (STUDENT NAME),
_____ (STUDENT NUMBER), am fully aware that the programme I
have enrolled on, that is, the (FULL TITLE OF
PROGRAMME/QUALIFICATION) with SAQA ID:
_____ (SAQA/QUALIFICATION ID), is registered with
the Department of Higher Education and Training to _____ (NAME
OF INSTITUTION), as indicated on the registration certificate dated _____
(DATE ON CERTIFICATE).

The declaration must be signed by both parties and dated and a copy must be given to the student.

ITEM 38

ANNEXURE J: Declaration on audited student data submitted to the HEQCIS and NLRD

The following verbatim undertaking must be submitted by the applicant on its official letterhead and must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation:

I hereby declare that, if registered, or provisionally registered,.....[legal name of the applicant] shall comply with the requirement to submit student data to the Higher Education Quality Information Systems (HEQCIS) and the National Learner's Records database (NLRD) that has been audited by an auditor that is registered by IRBA.

I. INTER-INSTITUTIONAL/PARTNERSHIP AGREEMENTS AND MARKETING INFORMATION

ITEM 39

ANNEXURE K (1): List of Inter-institutional/Partnership agreements

In compliance with Regulations 27 (1) (iii) and Regulation 27(2B), institutions must submit certified copies of their partnership agreements with other institutions, whether South African or foreign. Each agreement must reflect the programmes involved, the provision of academic and administrative services and the sharing of staff or facilities. Such agreements prohibit the outsourcing or franchising of higher education and exclude the provision of higher education by a public university on behalf of a private higher education institution. In partnership agreements between public universities and private higher education institutions, the former must accept responsibility for the provision of academic programmes.

ITEM 40

ANNEXURE K (2): Agreement on joint-use of a facility

In compliance with the Regulations, an agreement for the joint-use of a facility with another public or private institution or provider must be submitted.

ITEM 41

ANNEXURE (K) 3: Declaration on joint-use of a facility

The following verbatim undertaking must be submitted by the applicant on its official letterhead and must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation:

I hereby declare that, if registered, or provisionally registered,.....[legal name of the applicant] shall comply with the Act and the Regulations with respect to the provision of academic or administrative services, the sharing of staff and facilities and will not outsource or franchise the provision of higher education at a jointly used facility.

ITEM 42

ANNEXURE (K) 4: Occupational health and safety compliance certificate for a jointly used facility

Applicants must submit a certified copy of the Occupational Health and Safety Compliance Certificate for the shared facility as contemplated in Regulation 12.

ITEM 43

ANNEXURE L: Student prospectus, calendar or brochure

A draft copy of your student prospectus, calendar or brochure must be submitted.

J. ADMISSION INFORMATION AND STUDENT RULES

ITEM 44

ANNEXURE M: Policy on student enrolment including enrolment forms, student contracts, rules and regulations relating to student and staff Code of Conduct

Sample copies of your enrolment form, contract or written agreement with your students and, if applicable, student rules and regulations must be submitted. An indication of admission criteria and a proposed schedule of fees must be attached.

ITEM 45

ANNEXURE N: Policy on institutional language

Submit a language policy for your institution indicating how you have considered sections 6; 29(2); 30; and 31(1)(a) of the Constitution. Please also indicate how you have considered the *Education White Paper Three: A Programme for the Transformation of Higher Education, 1997* and the *Language Policy for Higher Education* issued by the Department in 2002. These documents are available on the Department's website at www.dhet.gov.za.

ITEM 46

ANNEXURE O: Policy on student fees and charges, including the procedure for refunding students in the case of cancellation and withdrawal of registration

Submit a policy document that explains the operation of contracts for student fees, the procedures for the cancellation of fees, the withdrawal of registration, and the refunding of fees. The policy document should provide a mechanism for dispute resolution between a student and the institution and must provide for the fair and just administration of disputes for all parties concerned as per sections 33(1) and (2) of the Constitution.

ITEM 47

ANNEXURE P: Policy on student financial aid and student support

Submit a policy document indicating how your institution plans to support students who require financial assistance. This should describe the strategies that your institution has developed to obtain bursaries or the relationships it plans to enter into with registered service providers that are willing to provide loans with affordable interest rates that suit the income of students or their sponsors.

ITEM 48

ANNEXURE Q: Policy and procedures for handling staff and student complaints and grievances

Submit a policy document that comprehensively covers the administrative procedures for the handling of student complaints. The document should provide details of the rights of students

with respect to submitting complaints and the role of the designated institutional officials responsible for handling complaints. The document should include a dispute resolution mechanism and should allow for an appeal process. The document should also indicate that an official record of all dispute proceedings will be kept and safely stored by your institution in recognition of sections 33(1) and (2) of the Constitution which pertains to the rights of the individual with respect to fair administrative procedures and the issuing of written reasons for any administrative action that has adverse effects.

ITEM 49

ANNEXURE R: Policy on health and wellness including HIV-AIDS

Submit a policy document that is informed by section 27(a) of the Constitution which declares that everyone has the right to have access to health care services. The health and wellness policy developed by your institution should be holistic with respect to the physical, emotional and psychological well-being of students and staff. It should provide access for students and staff to educational workshops and disease screenings that help to identify preventable illness and other health related matters. Students and staff should also be provided with access to professional medical and counselling services to deal with mental health issues as well as the management of physical illness. In general, the wellness policy of an institution should be proactive and aim to promote a wellness culture that recognises the importance of access to professional health care services for all students and staff.

ITEM 50

ANNEXURE S: Policy on people living with a disability

Submit a policy document that is in line with *Education White Paper 3: A Programme for the Transformation of Higher Education, 1997*, which stipulates that all forms of discrimination must be eradicated in higher education institutions which include discrimination against students and people with living with disabilities. It is also important for your policy document to take into consideration that the *White Paper for Post-School Education and Training, 2013* (White Paper - 2013) has recognised that access and support for people with disabilities remains limited in the post-school sector as a whole. The policy developed by your institution should place awareness on teaching and learning methodologies and accommodation for students with disabilities as well as on the capacity of your institution to address disability at all levels, including lecturers, support staff and management.

K. DECLARATION ON NON-DISCRIMINATION

ITEM 51

ANNEXURE T: Declaration on Non-discrimination

The following verbatim declaration must be submitted by the applicant on its official letterhead and it must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation.

I hereby declare that [legal name of the applicant] does not discriminate on the basis of race and that, if registered, [legal name of the applicant] will comply with the provisions of section 9(4) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996).

I accept that the Registrar of Private Higher Education Institutions may, in terms of section 29(3) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996) and section 62(1) of the Higher Education Act, 1997 (Act No. 101 of 1997), cancel this institution's registration or provisional registration should it be proven otherwise.

An original copy of this declaration must be submitted.

L. ADDITIONAL INFORMATION TO BE SUBMITTED BY FOREIGN APPLICANTS ONLY

ITEM 52

ANNEXURE U: Declaration on equality of qualifications

Proof that the home institution will accredit the applicable local qualifications is required. The following verbatim equality of qualifications statement, signed by the head of the foreign institution on the foreign institution's official letterhead, and addressed to the Registrar, is to be provided:

I hereby declare that [legal name of the applicant] will, subject only to the availability of places, allow successful students from its registered South African institution to enrol unconditionally, without any further course work, for further years of study in the same qualification at or any of its other sites.

ITEM 53

ANNEXURE V(1): Proof of recognition in the country of origin

A foreign applicant wishing to be registered must provide proof that in its country of origin it is recognised by official authorities as a higher education institution in terms of the statutes.

ITEM 54

ANNEXURE V(2): Proof of accreditation in the country of origin

A foreign applicant wishing to be registered must also provide proof that in its country of origin it is accredited as a higher education institution in terms of the statutes.

Please make sure that you have submitted *Form APX-01* and attached all documents listed below. Fill in this form and submit it with your application.

REQUIRED INFORMATION	SUBMITTED YES/NO	INSTUTION'S COMMENTS	FOR OFFICE USE ONLY
<u>Form APX-01:</u> <i>Application Form</i>			
<u>Annexure A(1):</u> <i>Audited annual financial statements or Audited 3-year financial forecast</i>			
<u>Annexure A(2):</u> <i>Business plan</i>			
<u>Annexure A(3):</u> <i>Surety agreement</i>			
<u>Annexure B(1):</u> <i>Company registration documents</i>			
<u>Annexure B(2):</u> <i>Certificate of Confirmation issued by the CIPC indicating list of Directors</i>			
<u>Annexure B(3):</u> <i>Proof of exemption from the payment of VAT issued by SARS</i>			
<u>Annexure C:</u> <i>Occupational health and safety audit report(s) and certificates</i>			
<u>Annexure D:</u> <i>Proof of accreditation with the QCTO and/ or SETA</i>			
<u>Annexure E:</u> <i>Proof of DHET registration number for programmes registered on GEFETQSF</i>			
<u>Annexure F:</u> <i>Proof of accreditation by UMALUSI and proof of registration with the Provincial Department of Education for the operation of an Independent School</i>			
<u>Annexure G</u> <i>Proof of list of audited programmes and letter of verification by SAQA</i>			
<u>Annexure H</u> <i>Declaration on monitoring and evaluation</i>			
<u>Annexure I</u> <i>Declaration by students on enrolment on higher education programmes</i>			
REQUIRED INFORMATION	SUBMITTED	INSTUTION'S	FOR OFFICE

	YES/NO	COMMENTS	USE ONLY
<u>Annexure J</u> <i>Declaration on audited student data submitted to the HEQCIS and NLRD</i>			
<u>Annexure (K)(1)</u> <i>List of inter-institutional/ partnership agreements.</i>			
<u>Annexure (K)(2)</u> <i>Agreement on joint-use of a facility</i>			
<u>Annexure (K)(3)</u> <i>Declaration on joint-use of a facility</i>			
<u>Annexure (K)(4)</u> <i>Occupational health and safety compliance certificate for a jointly used facility</i>			
<u>Annexure (L)</u> <i>Student prospectus, calendar or brochure</i>			
<u>Annexure (M)</u> <i>Policy on student enrolment including enrolment forms, student contracts, rules and regulations relating to student and staff Code of Conduct</i>			
<u>Annexure (N)</u> <i>Policy on institutional language</i>			
<u>Annexure (O)</u> <i>Policy on student fees and charges including procedure for refunding students in the case of cancellation or withdrawal of registration.</i>			
<u>Annexure (P)</u> <i>Policy on student financial aid and student support</i>			
<u>Annexure (Q)</u> <i>Policy and procedure for handling of staff and student complaints and grievances</i>			
<u>Annexure (R)</u> <i>Policy on health and wellness including HIV-AIDS</i>			
<u>Annexure (S)</u> <i>Policy on people living with a disability</i>			
<u>Annexure (T)</u> <i>Declaration on Non-Discrimination</i>			
<u>Annexure (U)</u> <i>Declaration on equality of qualifications</i>			
<u>Annexure V (1):</u> <i>Proof of recognition in the country of origin</i>			
<u>Annexure V (2):</u> <i>Proof of accreditation in the country of origin</i>			