



NATIONAL COUNCIL FOR HIGHER EDUCATION

**SCREENING CHECKLIST FOR APPLICATION FOR
REGISTRATION
AS
PRIVATE HIGHER EDUCATION INSTITUTION**

NAME OF THE APPLICANT:	DATE:
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A. ADMINISTRATIVE DATA

		Yes	No	NA
1. Has the applicant supplied its legal name?				
REMARKS				

		Yes	No	NA
2. Has the applicant supplied its <i>domicilium citandi et executandi</i> and contact details in terms of the following:				
(a) Physical address				
(b) Postal address				
(c) Telephone number (including cellular phone number)				
(d) Fax number				
(e) E-mail address				
(f) Website address				
REMARKS				

		Yes	No	NA
3. Has the applicant supplied the following particulars of its authorised contact person?				
(a) Name				
(b) Designation of contact person (e.g. Vice Chancellor, Rector, Principal, etc.)				
(c) Physical address				
(d) Postal address				
(e) Telephone number (including cellular phone number)				
(f) Fax number				
(g) E-mail address				
REMARKS				

		Yes	No	NA
4. Has the applicant supplied the following contact details of its satellite campus(es) (if any)?				
(a) Name				
(b) Physical address				
(c) Postal address				
(d) Telephone number				
(e) Fax number				
(f) E-mail address				
REMARKS				

B. PARTICULARS OF INSTITUTION AND GOVERNANCE PARTICULARS

	Yes	No	NA
5. Has the applicant supplied its official trading name, abbreviation, acronym or translation?			
6. Has the applicant indicated the type of its juristic person?			
7. Has the applicant provided its company registration number?			
REMARKS			

8. Has the applicant supplied the following particulars of its Management?	Yes	No	NA
(a) Head of institution:			
i. Title, Name and Designation			
ii. Identity number (passport number and citizenship if not Namibian)			
iii. Telephone number (including cellular phone number)			
iv. Fax number			
v. E-mail address			
vi. Postal address			
REMARKS			
(b) Current management:			
i. Surname and initials			
ii. Title			
iii. Designation			
iv. Identity number (passport number and citizenship if not Namibian)			
v. Telephone number (including cellular phone number)			
REMARKS			

	Yes	No	NA
9. Has the applicant supplied the name of the organisation to which it is subordinate?			
10. Has the applicant indicated its relationship to the holding company or other organisation?			
11. Has the applicant indicated any collaboration with other higher education institutions?			
REMARKS			

12. Has the applicant supplied the following details of its owner (s)?				
		Yes	No	NA
(a) Surname and initials				
(b) Title				
(c) Citizenship				
(d) Identity number or passport number				
(e) Telephone number (including cellular phone number)				
REMARKS				

13. Has the applicant supplied the following details of its auditor/accountant?				
		Yes	No	NA
(a) The name of the auditor/accountant				
(b) Registration number of applicant's auditor/accountant				
REMARKS				

14. Has the applicant supplied the following tax and business registration details?				
		Yes	No	NA
(a) VAT Registration number				
(b) Income Tax number				
(c) Business Registration number				
REMARKS				

C. PARTICULARS OF LEARNING PROGRAMMES

15. (a) Has the applicant supplied the following details of each Programme submitted to NCHE for accreditation for which applicant provides or proposes to provide?				
		Yes	No	NA
i. Name of the programme				
ii. NQF Field				
iii. NQF Level				
iv. Entry requirements				
v. Mode of delivery				
vi. Minimum duration				
vii. NQA Certification Number				
viii. Proposed location of delivery?				
<ul style="list-style-type: none"> o Region o Town o Physical Address 				
ix. Student headcount enrolment for the initial four years				
REMARKS				

15. (b) Has the applicant supplied the following details of each Higher Education programme for which applicant provides or proposes to provide support on behalf of another institution?				
		Yes	No	NA
i.	Name of the programme			
ii.	NQF Field			
iii.	NQF Level			
iv.	Entry requirements			
v.	Mode of delivery			
vi.	Minimum duration			
vii.	Certifying institution			
viii.	Certifying Institution Accreditation Certification Number			
ix.	Nature of support			
x.	Proposed location of delivery? <ul style="list-style-type: none"> ○ Region ○ Town ○ Physical Address 			
xi.	Student headcount enrolment for the initial four years			
REMARKS				

D. STUDENT DATA

16. Information on students				
		Yes	No	NA
(a)	Has the applicant supplied the total students registered or expected to be registered during the first four years of operation?			
(b)	Has the applicant indicated how many students are female and how many are male?			
(c)	Has the applicant indicated how many students are contact or online full-time and how many are part-time?			
REMARKS				

E. STAFF DATA

17. (a) Information on staff				
		Yes	No	NA
i.	Has the applicant provided the total staff (support and contract staff too) employed or expected to be employed during the first four years of operation?			
ii.	Has the applicant indicated how many staff members are female and how many are male?			
iii.	Has the applicant indicated how many staff members are working			

full-time and how many are part-time?			
REMARKS			

17. (b) Has the applicant supplied the following particulars of its current staff?	Yes	No	NA
i. Name & Initials			
ii. Title			
iii. Designation			
iv. Citizenship			
v. Identity number or passport number			
vi. Telephone number (including cellular phone number)			
REMARKS			

18. Has the applicant stated the following information of academic staff?	Yes	No	NA
(a) Qualification			
(b) Relevant experience			
REMARKS			

LEGAL DOCUMENTS/REPORTS SUBMITTED

F. DECLARATION ON NON-DISCRIMINATION

19. ANNEXURE A: Non-discrimination Declaration	Yes	No	NA
(a) Has the applicant submitted a non-discrimination declaration on its official letterhead?			
(b) Has it been issued on original letterhead?			
(c) Has it been dated and signed by the Head of the institution?			
REMARKS			

G. QUALITY ASSURANCE AND MONITORING

20. ANNEXURE B: Declarations on Quality Assurance and Monitoring	Yes	No	NA
(a) Has the applicant submitted the following declarations on: <ul style="list-style-type: none"> • Programmes accredited? • Application for accreditation? • Qualified and experienced academic and support staff? • Quality management system? • Sufficient space, equipment and instructional material? 			

<ul style="list-style-type: none"> • Institutional capacity? • Full records of students? • Periodic monitoring and evaluation? • Periodic statistics? • Continuous professional development? 			
(b) Has these declarations been issued on applicant's official letterhead?			
(c) Has they been issued on original letterhead?			
(d) Has they been dated and signed by the Head of the institution?			
REMARKS			

H. FINANCIAL VIABILITY DOCUMENTS

22. ANNEXURE C: Financial Viability			
(a) <u>Audited Annual Financial statements</u>			
			Yes No NA
i.	Has the applicant submitted audited annual financial statements and are they issued in its legal name?		
ii.	Have the statements been dated, approved and signed by the directors?		
REMARKS			
(b) <u>Auditor's Report</u>			
i.	Has it been issued in the legal name of the applicant?		
ii.	Is the auditor registered with a recognised body?		
iii.	Is there an auditor's practice number?		
iv.	Is the report issued on auditor's official letterhead?		
v.	Is it dated and signed?		
vi.	Is it an <u>original</u> copy?		
vii.	Is it <u>certified</u> true copy of the original?		
viii.	Does the auditor express any opinion on the going concern status of the applicant?		
REMARKS			
(c) <u>Directors' Report</u>			
Does the Directors' report contain detailed information on each of the following aspects?			
i.	Directors and secretary		
ii.	Principal activities/nature of business		
iii.	Directors' responsibilities		
iv.	Operating/financial results		
v.	Dividends		
vi.	Review of operations		

vii.	Revenue			
viii.	Profit before tax			
ix.	Extra ordinary items			
x.	Share capital			
xi.	Post-balance sheet events			
xii.	Financial viability statement			
xiii.	Is the Directors' report signed by the Head of the institution?			
xiv.	Is it dated?			
xv.	Does the date precede (or is it the same as) the date of the auditors' report?			
xvi.	Is there an indication of the basis on which the financial statements have been prepared?			
REMARKS				
(d) <u>Audited Financial Forecast (institutions not in operation)</u>				
i.	Has the applicant submitted audited financial forecasts and are they issued in its legal name?			
ii.	Have the forecasts been dated, approved and signed by the directors?			
Do the forecasts contain all the following elements:				
iii.	Auditor's report			
iv.	Detailed assumptions			
v.	Balance sheet			
vi.	Pro forma income statements for the next three years			
vii.	Pro forma cash flow statements for the next three years			
REMARKS				
(e) <u>Business Plan</u>				
i.	Has the applicant submitted a business plan?			
Does the business plan address all the following topics indicated in the Guide?				
ii.	Executive summary			
iii.	Vision, mission and organisational objectives			
iv.	Scope of operations			
v.	Planned structure of the organisation			
vi.	Market research and feasibility			
vii.	Risk analysis and management strategies			
viii.	Organisational policies			
ix.	Implementation framework			
REMARKS				
(f) <u>Surety Letter</u>				

i.	Has the applicant submitted a Surety Letter?			
ii.	Is it issued in the legal name of the applicant?			
iii.	Is it dated and signed?			
iv.	Is it an <u>original</u> copy of the letter?			
v.	Is it a <u>certified</u> copy of the letter?			
Does the Surety Letter state that:				
vi.	the applicant has established financial surety or guarantees to ensure that the institution meets its obligation to its enrolled students if unavoidable situations occur?			
REMARKS				

23. ANNEXURE D: REGISTRATION DOCUMENTS/CERTIFICATES				
(a) <u>Company Registration Documents</u>				
Has the applicant submitted the following documents as proof of incorporation in terms of the Companies Act?				
		Yes	No	NA
i.	Certificate of Incorporation			
ii.	Memorandum of Association/Articles of Association			
iii.	Certificate of Registration of Memorandum of External Company			
REMARKS				
(b) <u>Business Registration Certificate</u>				
i.	Has the applicant submitted its business registration certificate?			
ii.	Has the certificate been issued in the legal name of the applicant?			
iii.	Has it been issued on the authorised ministry's official letterhead?			
iv.	Is it an <u>original</u> copy?			
v.	Is it a <u>certified</u> true copy of the original?			
REMARKS				

24. ANNEXURE F: INFORMATION ON THE INSTITUTION				
(a) <u>Student Prospectus, Calendar or Brochure</u>				
		Yes	No	NA
i.	Has the applicant submitted a published version of the student prospectus?			
ii.	Is the year of publication indicated and is it issued in the legal name of the applicant?			
Does it have the following information?				

iii.	Contact details of head office and each site of delivery			
iv.	Vision and mission statement			
v.	Names of directors, chief executive officer and senior management			
vi.	Names of full-time and part-time academic staff members			
vii.	Admission requirements including Recognition of Prior Learning (RPL)			
viii.	Language policy			
ix.	Primary mode of delivery			
x.	Details of each programme by site			
xi.	Accreditation status of each programme			
xii.	Rules relating to assessment, academic credit accumulation, progression and qualification			
xiii.	Fees and charges including refund in the case of cancellation			
xiv.	Student fees			
xv.	Institutional/academic calendar			
xvi.	Student support services			
xvii.	Rules and code of conduct			
REMARKS				
(b) <u>Enrolment Forms, Student Contracts</u>				
i.	Has the applicant submitted a sample copy of the enrolment form?			
ii.	Has the applicant submitted a sample copy of the student contract?			
iii.	Does the form and contract bear the legal name of the applicant?			
iv.	Does the form and contract bear the logo of the applicant?			
v.	Are these documents <u>original</u> ?			
vi.	Are they <u>certified</u> true copies of the original?			
REMARKS				

25. ANNEXURE G: ADDITIONAL INFORMATION TO BE SUBMITTED BY FOREIGN APPLICANTS ONLY				
(a) <u>Declaration on Equality of Qualifications</u>		No	Yes	NA
i.	Has the applicant submitted a declaration on equality of qualifications?			
ii.	Does it reflect the legal name of the applicant's parent institution?			
iii.	Is it issued on official letterhead of the parent institution?			
iv.	Is it an <u>original</u> copy?			
v.	Is it a <u>certified</u> true copy of the original?			
vi.	Is it dated and signed by the Head of the parent institution?			
REMARKS				
(b) <u>Proof of Recognition/Registration in the country of origin</u>				

i.	Has the applicant submitted proof of recognition in its country of origin?			
ii.	Is it issued by a state or government department?			
iii.	Is it issued on state or government department's official letterhead?			
iv.	Does it reflect the name of the issuing state or government department?			
v.	Is it issued in the name of the applicant?			
vi.	Is it an <u>original</u> document?			
vii.	Is it a <u>certified</u> true copy of the original?			
viii.	Is it dated and signed?			
ix.	Does it reflect the legal capacity of the signatory?			
x.	Does it reflect the contact details for independent verification?			
xi.	Has it been independently verified by NCHE?			

REMARKS

(c) Proof of Accreditation in the country of origin

i.	Does it clearly reflect the name of the official Accrediting Body?			
ii.	Is it issued in the name of the applicant?			
iii.	Is it issued on the Accrediting Body's letterhead?			
iv.	Is it an <u>original</u> document?			
v.	Is it a <u>certified</u> true copy of the original?			
vi.	Is it dated and signed?			
vii.	Does it reflect the legal capacity of the signatory?			
viii.	Does it reflect contact details for independent verification?			
ix.	Has it been independently verified by NCHE?			

REMARKS

OUTSTANDING ITEMS	COMMENTS