



NATIONAL COUNCIL FOR HIGHER EDUCATION

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

REGULATIONS FOR REGISTRATION OF PRIVATE HIGHER EDUCATION INSTITUTIONS

Regulation 3 (1)

INTRODUCTION

The Higher Education Act 2003 (Act No. 26 of 2003), section 22, stipulates clearly that before higher education is provided to any person at a private higher education institution, that institution must be registered by the registrar in terms of section 25 of the Act.

Aims for registering private higher education institutions

- To ensure that the higher education programmes to be provided by such institution are of such a quality that it will enable the institution to provide a standard of education that is not inferior to the standard of education provided by a comparable public higher education institution funded by the State;
- To ensure that prospective students receive higher education from such institution that has sufficient financial and other resources to enable the institution's programmes to be delivered and sustained; and
- To ensure that the public obtains qualifications that are aligned with the National Qualifications Framework (NQF).

Registration is thus a means of protecting the integrity of the higher education system, the interest of the public and prospective students in particular.

APPLICATION FORM FOR REGISTRATION AS PRIVATE HIGHER EDUCATION INSTITUTION

- All sections of the Application Form must be fully completed in the required format. The Registrar of private higher education institutions will not process incomplete applications.
- The Application Form must be submitted as a **typed copy** to the Registrar, indicating the date of submission.
- Check the application checklist at the end of this document to make sure that all the required information is included.

❖ FEE

A non-refundable application fee of **N\$700.00** must accompany your application. The fee must be paid by means of a cheque made payable to the National Council for Higher Education (NCHE) FNB account.

❖ ABOUT THE FORM

The Application Form contains five (5) sections:

Section A: Administrative Data

Section B: Particulars of Institution and Governance

Section C: Particulars of Learning Programme

Section D: Student Data

Section E: Staff Data

A. ADMINISTRATIVE DATA

1. Supply the legal name of the company that is applying for registration as a private higher education institution.
2. Fill in the applicant's physical address and contact details to be used as domicilium citandi et executandi (main campus) for all purposes, or in connection with the application for registration as a private higher education institution.
3. Fill in the name, designation, physical address, postal address, telephone number and cellular phone number, fax number and e-mail address of the authorised contact person for all correspondence to the applicant.
4. Fill in the physical address, postal address and all contact details of the applicant's satellite campus/es (if any). The street number and name, suburb, town or city must be clearly indicated.

B. PARTICULARS OF INSTITUTION AND GOVERNANCE

5. Supply (if applicable) official trading name, abbreviation, acronym or translation under which the applicant intends to conduct its business.
6. Indicate the applicant's type of person (e.g. private company or association, etc.).
7. Fill in the company's registration number. This is the number appearing on the registration documents the applicant has received upon registration of the company with the relevant authorised Ministry (e.g. Ministry of Industrialisation, Trade & SME Development). The full registration number should be provided.
8. This item is divided into (a) and (b).
 - (a) Fill in the following details of the person in charge, e.g. Vice-Chancellor, Rector, Principal, Managing Director, etc.:
 - i. Title, Name and Designation (including initials and surname)
 - ii. Identity number (passport number and citizenship, if not Namibian)
 - iii. Telephone numbers (including cellular phone number)
 - iv. Fax number
 - v. E-mail address

- vi. Postal address
- (b) In the spaces provided, fill in the following details of the applicant's management team:
- i. Surname and initials
 - ii. Title
 - iii. Designation in the institution
 - iv. Identity number (passport number and citizenship if not Namibian)
 - v. Telephone numbers (including cellular phone number)
9. Give the name of the applicant's holding company, or any other organization to which the applicant is legally, commercially or academically subordinate or on which it is otherwise dependent, such as a trust.
10. Indicate the relationship between the applicant and its holding company or any other organization as defined in number 9.
11. Indicate the names of other private institutions with whom the applicant collaborates and the type of collaboration.
12. In the spaces provided, the following details of the applicant's owners (directors/trustees) must be filled in:
- i. Surname and initials
 - ii. Title
 - iii. Identity number (passport number and citizenship if not Namibian)
 - iv. Telephone numbers (including cellular phone number)
13. In the spaces provided, fill in the name of the applicant's auditor/accountant and the registration number of the applicant's auditor/accountant.
14. Fill in the following details of the applicant:
- i. Value-Added Tax Registration number
 - ii. Income Tax number
 - iii. Business Registration number

C. PARTICULARS OF LEARNING PROGRAMMES

15. (a) Give the details of all programmes submitted to NCHE for accreditation. Please indicate each programme with its NQF Fields, Levels and entry requirements. Please consult the Namibia Qualifications Authority (NQA) to check in which field your learning programmes belong and at which level your qualifications are. For the mode of delivery, choose either contact, online or distance education to include correspondence or open distance learning. Indicate whether full-time or part-time with contact and online students. Fill in the NQA Accreditation Certificate Number.

"Location" refers to any learning location, such as a campus, satellite campus or learning centre, controlled and administered by an applicant or a private institution. All learning locations where higher education programmes are delivered must be audited by NCHE. Only accredited programmes and audited locations for delivery for which the applicant assumes legal and financial responsibility, will be registered. Please provide the following details of the proposed locations of delivery:

- Region
- Town

- Physical Address

(b) Provide the details of higher education programmes for which the applicant provides or proposes to provide support on behalf of another institution. Please indicate each programme with its NQF Fields, Levels and entry requirements. For the mode of delivery, choose either contact, online or distance education to include correspondence or open distance learning. Indicate whether full-time or part-time with contact and online students. “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. The accreditation certification number of the certifying institution and provide the nature of support.

“Location” refers to any learning location, such as a campus, satellite campus or learning centre, controlled and administered by an applicant or a private institution. All learning locations where higher education programmes are delivered must be audited by NCHE. Only accredited programmes and audited locations for delivery for which the applicant assumes legal and financial responsibility, will be registered. Please provide the following details of the proposed locations of delivery:

- Region
- Town
- Physical Address

D. STUDENT DATA

16. Indicate the total number of students registered (existing institution) or expected to be registered (new institution) during the first four years of operation. Indicate how many students are male and how many are female, and how many students are full-time and how many are part-time, regardless of the number of courses for which they are enrolled.

E. STAFF DATA

17. This item is divided into (a) and (b).

(a) Indicate the total number of staff employed (existing institution) or expected to be employed (new institution) during the first four years of operation. Indicate how many staff members are male and how many are female, and how many staff members are full-time and how many are part-time.

Academic staff: staff members who are involved in teaching and learning.

Administrative staff:

Support staff: staff members who, either directly or indirectly, support instructional activities such as academic support services, student support services, human resources management, financial management and administration.

(b) In the spaces provided, fill in the following details of the applicant's staff:

- i. Name (including initials and surname)
- ii. Title
- iii. Designation
- iv. Identity number (passport number and citizenship, if not Namibian)
- v. Telephone number

18. (a) State qualifications of staff and

(b) their relevant experience in the spaces provided.

19. DOCUMENTS TO BE ATTACHED

a) The following information attached as Annexures should accompany the Application Form:

Annexure A: Non-discrimination Declaration

Annexure B: Quality Assurance and Monitoring Declarations

b) The following proofs, documents, reports and certificates should accompany the Application Form:

Annexure C: Financial Viability Documents

Annexure D: Registration documents/certificates

Annexure E: Inter-Institutional Agreements

Annexure F: Information on the institution

Annexure G: Additional Information for foreign applicants only

ANNEXURE A: NON-DISCRIMINATION DECLARATION

The following verbatim declaration must be submitted by the applicant on its official letterhead and must be dated and signed by the Head of the applicant. Please submit the original declaration.

I hereby declare that (legal name of applicant), if registered, will not discriminate on the basis of race, gender, disability, colour or creed with regard to the admission of students and the recruitment of staff.

ANNEXURE B: QUALITY ASSURANCE AND MONITORING

The declarations contemplated under this section will bind the institution to the requirements of the Act in terms of subjecting itself to the quality assurance mechanisms as determined by NCHE. Please submit the original declarations.

Declaration on the application for accreditation

The following verbatim declaration must be submitted by the applicant on its official letterhead and must be dated and signed by the Head of the applicant.

I hereby declare that (legal name of the applicant) has applied to NCHE for accreditation of the following programmes:

i. " " " "

ii. " " " "

I further declare that (legal name of the applicant), if registered, will maintain the necessary academic and support staff with appropriate academic or professional qualifications and experience to achieve the objectives of each programme.

I further declare that (legal name of the applicant), if registered, will maintain a quality management system including assessment policies and procedures appropriate to each programme.

I further declare that (legal name of the applicant) has sufficient space, equipment and instructional material to provide quality education and training to achieve the objectives of each programme.

I undertake that (legal name of the applicant), if registered, will not exceed the enrolment that the facilities and equipment can reasonably accommodate.

I further undertake that (legal name of the applicant), if registered, will maintain full records of each student's admission, academic progress and assessment of learning in respect of each programme.

I further declare that (legal name of the applicant), if registered, will provide periodic statistics on student enrolment, examination results, staff and graduates of each programme.

I further declare that (legal name of the applicant), if registered, will maintain a commitment to continuous professional development.

I declare that (legal name of the applicant), if registered, 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 Higher Education Act 2003 (Act No. 26 of 2003) and the conditions of registration imposed under section 25.

ANNEXURE C: FINANCIAL VIABILITY DOCUMENTS

An applicant should submit the following reports/documents:

1. Audited annual financial statements with auditor's report and director's report, to prove that its income is sufficient to sustain its programmes in an acceptable manner.
2. A business plan and an audited three-year financial forecast/budget (with auditor's report, detailed assumptions, balance sheet, pro forma income statements and pro forma cash flow statements) to prove that it has a stable financial position that enables it to maintain operational continuity (not in operation).
3. A signed certified copy of a Surety Letter, issued by a financial institution in the legal name of the institution, to prove that it has established financial surety or guarantees to ensure that the institution meets its obligation to its enrolled students if unavoidable situations occur.

4. Shareholders Certificate

ANNEXURE D: REGISTRATION DOCUMENTS AND CERTIFICATES

An applicant should submit the following as proof of incorporation in terms of the Companies Act:

1. Certificate of Incorporation
2. Memorandum of Associates
3. Articles of Association
4. Certificate of Registration of Memorandum of External Company
5. Business Registration Certificate

ANNEXURE E: INTER-INSTITUTIONAL AGREEMENTS

An applicant should submit inter-institutional agreements signed with other parties.

ANNEXURE F: INFORMATION ON THE INSTITUTION

An applicant should submit the following documents with information to students and the public:

1. Student prospectus, calendar or brochure
2. Sample copies of enrolment forms and student contracts

ANNEXURE G: ADDITIONAL INFORMATION FOR FOREIGN APPLICANTS ONLY

An applicant should submit the following information on its qualifications and accreditation status:

1. Declaration on equality of qualifications
2. Proof of recognition in the country of origin
3. Proof of accreditation in the country of origin

CHECK LIST

Please make sure that you have submitted all documents listed below:

- ✓ **Application Form**
- ✓ **Annexure A: Non-discrimination Declaration**
- ✓ **Annexure B: Quality Assurance and Monitoring**
 - **Declaration on Application for Accreditation**
 - **Declaration on Qualified and Experienced Academic and Support Staff**
 - **Declaration on a Quality Management System**
 - **Declaration on Sufficient Space, Equipment and Instructional Material**

- Undertaking on Institutional Capacity
 - Undertaking on Full Records of Students
 - Declaration on Periodic statistics?
 - Declaration on Continuous professional development?
 - Declaration on Periodic Monitoring and Evaluation by the Registrar
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- ✓ **Annexure C: Financial Viability**
 - Audited Annual Financial statements
 - Business Plan and Audited Three-year Financial Forecast/Budget (not in operation)
 - Surety Letter
 - Shareholders Certificate
 - ✓ **Annexure D: Registration Documents/Certificates**
 - ✓ **Annexure E: Inter-Institutional Agreements**
 - ✓ **Annexure F: Information on the Institution**
 - ✓ **Annexure G: Additional Information for Foreign Applicants only**
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