

REGISTRATION OF PRIVATE HIGHER EDUCATION INSTITUTIONS IN NAMIBIA



ABOUT REGISTRATION

Registration is a means of protecting the integrity of the higher education system, and the interest of the public and prospective students in particular. It is a legal requirement provided for under Article (20) (4) of the Constitution of the Republic of Namibia and Section 22 of the Higher Education Act, 2003 (Act No. 26 of 2003).

“Higher education“ means all learning programmes leading to qualifications higher than grade 12 or its equivalent, and includes tertiary education as contemplated in Article 20(4) of the Namibian Constitution, but does not include:

- (a) vocational training provided by a vocational training center registered under the National Vocational Training Act, 1994 (Act No. 18 of 1994); or
- (b) open learning provided by the Namibia College of Open Learning established by the Namibian College of Open Learning Act, 1997 (Act No. 1 of 1997);

A private higher education institution is any institution that provides higher education, and is registered under the Higher Education Act, 2003 and maintained at the expense of the owner.

AIMS FOR REGISTERING PRIVATE HIGHER EDUCATION INSTITUTIONS

- To ensure that the higher education programmes to be provided by a private higher education 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 an 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).

REQUIREMENTS FOR REGISTRATION

- A person who intends to provide higher education at a private institution that such person has established and is maintaining must apply to the registrar for registration of that institution in the form.
- Submit signed Non-discrimination and Quality Assurance and Monitoring declarations.
- Pay the stipulated non-refundable application fee.
- Provide written evidence that the applicant complies with all legal requirements relating to the health and safety of persons on the premises;
- Written proof by the applicant that the institution-
 - has sufficient income to sustain its programmes in an acceptable manner;
 - has a stable financial position that enables the institution to maintain operational continuity; and
 - has established financial surety or guarantees to ensure that the institution meets its obligations to its enrolled students.

INFORMATION REQUIRED IN THE REGISTRATION APPLICATION FORM

A. Administrative Data

- Particulars of the applicant and the authorised contact person
- Address and contact details of satellite campus/es, if any

B. Particulars of the Institution and Governance

- Official trading name, abbreviation, acronym or translation
- Type of juristic person
- Registration number (authorised ministry)
- Particulars of management
- Other organisations to which the applicant is subordinate
- Relationship of the other organisation to the applicant (e.g. holding company/parent institution)
- Collaboration with other higher education institutions
- Particulars of owners (directors or trustees)
- Details of applicant's auditor/accountant
- Tax and business registration details of the applicant

C. Particulars of Learning Programme/s

- Programmes submitted to NCHE for accreditation for which the applicant provides or proposes to provide.
- Higher Education programmes for which the applicant provides or proposes to provide support on behalf of another institution

D. Student Data

- Total students registered (existing institution) or expected to be registered (new institution) during the first four years of operation.

E. Staff Data

- Total staff employed (existing institution) or expected (new institution) to be employed during the first four years of operation
- Details of staff employed (if available)
- Qualifications & experience of academic staff employed or to be employed

MANDATORY DOCUMENTS TO ACCOMPANY THE APPLICATION FORM:

- Proof of payment for the registration fee
- A letter accompanying the application addressed to the head of NCHE
- Founding statement / business registration documents
- MoUs / Inter-Institutional Agreements (if applicable)
- Accountant / auditor's registration certificate with a recognised profession
- Income tax registration certificate
- Curricula for the proposed programmes
- A Non-discrimination Declaration
- Declaration on Quality Assurance and Monitoring
- Occupational Health and Safety / fitness certificate
- Lease agreement / property proof of ownership (Title Deed)
- Audited annual financial statements for the past 3 years, auditor's report, director's report and three-year financial forecasts (for Pty Ltd institutions in operation)
- Annual financial statements for the past 3 years and three-year financial forecasts (for CC institutions in operation)
- Three-year financial forecasts (for CCs not in operation and Pty Ltd institutions not in operation)
- Business Plan
- Surety / guarantee letter from a recognised financial institution.

- Shareholders Certificate
- Student Prospectus
- Enrolment form and student contract

Additional Information for Foreign Applicants only:

- Declaration on equality of qualifications
- Proof of recognition for foreign institutions in their countries of origin
- Proof of accreditation in the country of origin

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