

NON-GOVERNMENTAL ORGANIZATION

NO. 40

26 JANUARY 2018

**REGULATIONS FOR THE REGISTRATION OF
PRIVATE HIGHER EDUCATION INSTITUTIONS, 2016**

APPLICATION FOR REGISTRATION FORM

(Form APX-01)

Note: Applicants must consult the document: *A Guide for Completing the Application for Registration* (Guide APX-01)

Please submit your completed application form to:

The Director

Private Higher Education Institutions

Department of Higher Education and Training

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

A. ADMINISTRATIVE DATA

- 1. Legal name of the applicant**
- 2. Particulars of authorised contact person**
 - a) Name and Surname**
 - b) Title**
 - c) Designation of contact person (e.g. MD, Principal, Head of Academic Affairs)**
 - d) Telephone number**
 - e) Fax number**
 - f) E-mail address**
- 3. Postal address of the applicant**
- 4. Physical address and contact details of head office**
- 5. Physical address and contact details of main campus**
- 6. Website address**

B. COMPANY REGISTRATION AND GOVERNANCE PARTICULARS

- 7. Legal name of the applicant (same as in Item 1)**

8. **Type of juristic person**
9. **Company registration number**
10. **Indicate whether the applicant is a local or foreign juristic person**
11. **If foreign, indicate the country of origin**
12. **Details of the parent institution**

- 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
- i) Website address

13. Particulars of the Management

- a) Chief Executive Officer or head of the institution
 - i) Name and surname
 - ii) Title
 - iii) Identity number (passport number and citizenship if not South African)
 - iv) Telephone number(s) including cellular phone number, if available
 - v) Fax number
- b) Names and identity numbers of the applicant's current Owners as lodged with and approved by the Companies and Intellectual Property Commission (CIPC).

Name and Surname	Title	Designation	Identity Number	Passport number

- c) Names and identity numbers of the applicant's current Directors as lodged with and approved by the CIPC **on the Certificate of Confirmation (CoR15.2).**

Name and Surname	Title	Designation	Identity Number	Passport number

14. Domicilium citandi et executandi and contact details of the applicant

Code	
Telephone	
Fax	
E-mail address	

15. Holding company or any other organisation to which the applicant is subordinate.

16. Indicate if the juristic person has been established as a result of a merger with another institution. Please provide full names and company registration numbers of the institutions that have entered into the merger.

Names of Merging Companies	Company Registration numbers of Merging Companies
Name of New Company	Company Registration no

17. Details of the applicant's auditor

- a) Name of the applicant's auditor
- b) Registration number issued by IRBA

18. Tax and business registration details

- a) VAT Registration Number
- b) Income Tax Number
- c) Proof of Exemption from VAT

☐ Yes

☐ No

☐ N/A

If yes, please provide proof of letter of exemption issued by SARS.

C. PARTICULARS OF LEARNING PROGRAMMES AND SITES OF DELIVER

19. Table 01: Programmes submitted to the HEQC for accreditation

Title of programme	NQF Field	NQF Level	No of Credits	Mode of delivery		Language of Instruction	Contact with students	
				Contact	Distance		Full-time	Part-time

20. **Table 02: Proposed sites for programme delivery**

Programmes to be delivered	Physical address of site of delivery

21. **Table 03: Proposed joint use of a facility with another institution**

Name	Physical address of Shared Facility	Programmes to be Delivered

D. STAFF AND STUDENT DATA

22. **Table: 04:** Total staff expected to be employed and students to be registered for higher education programmes during the first three years of operation. The data should be expressed as **headcount only**.

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

23. **Table 05:** Higher education programmes for which the applicant provides or proposes to provide support on behalf of another institution.

Title of Programme	NQF Field	NQF Level	Certifying Institution	Student Headcount Enrolment	Nature of Support

E. DATA ON TVET AND GET PROGRAMMES

24. a) Do you offer any programmes on the OQSF including the N4-N6?

Yes	
No	
Not Applicable	

- b) If yes, provide proof of accreditation with the QCTO or SETA

- c) Do you offer programmes on the GENFETQSF including the N1 to N3 and the NCV?

Yes	
No	
Not Applicable	

- d) If yes, provide proof of your registration number with the DHET.

- e) Are you operating an independent school?

Yes	
No	
Not Applicable	

- f) If yes, provide proof of accreditation by UMALUSI and proof of registration with the Provincial Department of Education. Include the grade that you teach and proof of their registration.

F. FINANCIAL VIABILITY REPORTS AND LEGAL DOCUMENTS

25. **ANNEXURE A(1):** Audited annual financial statements **OR** Audited 3-year financial forecast.
26. **ANNEXURE A(2):** Business Plan.
27. **ANNEXURE A(3):** Surety agreement.
28. **ANNEXURE B (1):** Company registration documents (Memorandum of Incorporation issued by the CIPC indicating owner(s) of the company).
29. **ANNEXURE B (2):** Certificate of Confirmation (COR15.2) issued by the CIPC indicating list of Directors.
30. **ANNEXURE B (3):** Proof of exemption from the payment of VAT issued by SARS.
31. **ANNEXURE C:** Occupational health and safety audit report(s) and certificate.

G. OFFICIAL DOCUMENTS ON TVET AND GET PROGRAMMES

32. **ANNEXURE D:** Proof of accreditation with the QCTO or SETA.
33. **ANNEXURE E:** Proof of DHET registration number for programmes offered on the GENFETQSF.
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.
35. **ANNEXURE G:** Proof of list of audited programmes and letter of verification by SAQA.

H. MONITORING AND EVALUATION

36. **ANNEXURE H:** Declaration on monitoring and evaluation.
37. **ANNEXURE I:** Declaration by students on enrolment on higher education programmes.
38. **ANNEXURE J:** Declaration on audited student data submitted to the HEQCIS and the NLRD.

I. INTER-INSTITUTIONAL AGREEMENTS AND MARKETING INFORMATION

39. **ANNEXURE K (1):** List of inter-institutional/partnership agreements.
40. **ANNEXURE K(2):** Agreement on joint use of a facility.
41. **ANNEXURE K(3):** Declaration on joint use of a facility.
42. **ANNEXURE K(4):** Occupational health and safety compliance certificate for a jointly used facility.
43. **ANNEXURE L:** Student prospectus, calendar or brochure.

J. ADMISSION INFORMATION AND STUDENT RULES

- 44. **ANNEXURE M:** Policy on student enrolment including enrolment forms, student contracts, rules and regulations relating to Students and staff Code of Conduct.
- 45. **ANNEXURE N:** Policy on institutional language.
- 46. **ANNEXURE O:** Policy on student fees and charges including the procedure for refunding students in the case of cancellation or withdrawal of registration.
- 47. **ANNEXURE P:** Policy on student financial aid and student support.
- 48. **ANNEXURE Q:** Policy and procedures for handling of staff and student complaints and grievances.
- 49. **ANNEXURE R:** Policy and health and wellness including HIV-AIDS.
- 50. **ANNEXURE S:** Policy on people living with a disability.

K. DECLARATION ON NON-DISCRIMINATION

- 51. **ANNEXURE T:** Declaration on Non-discrimination.

L. ADDITIONAL INFORMATION TO BE SUBMITTED BY FOREIGN APPLICANTS ONLY

- 52. **ANNEXURE U:** Declaration on equality of qualifications.
- 53. **ANNEXURE V(1):** Proof of recognition in the country of origin.
- 54. **ANNEXURE V(2):** Proof of accreditation in the country of origin.