

APPENDIX 9

Checklist for Applicants for Registration as a Higher Education Institution

This checklist is intended as an aid to assist in preparing an application for registration. The applicant is responsible for ensuring that all essential procedures and criteria are addressed.

A. Procedural Requirements (See Guidelines, Part 2.5 & Part 3.6.)

Letter signed by education institution's PEO requesting assessment for registration, with details of institution's contact person for application. Letter accompanied by:

- application fee for registration
- statutory declaration concerning applicant's 'fit and proper' status
- declaration concerning history of applications
- undertaking to permit inspection of premises by Director-General's representative
- undertaking to provide annual statistical data
- one unbound copy of the submission (including letter of support from institution's authorising committee)

B. Submission (See Guidelines, Part 4.)

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