

## Higher Education Commission Recognition Application Checklist

**[This checklist must be completed and submitted with the application]**

**Criteria 1 – Legal Status**

**1. SELECT ONE OF THE FOLLOWING THAT IS APPLICABLE:**

| <b>1.1 <input type="checkbox"/> University</b> | <b>1.2 <input type="checkbox"/> Charitable Organisation</b> | <b>1.3 <input type="checkbox"/> Religious Bodies</b>                  | <b>1.4 <input type="checkbox"/> Government/<br/>Statutory<br/>Training<br/>Organization</b> | <b>1.5 <input type="checkbox"/> Sole<br/>Trader</b> | <b>1.6 <input type="checkbox"/> Partnership</b> | <b>1.7 <input type="checkbox"/> Company</b> |
|--|---|---|---|---|---|---|
| University Act                                 | Registration Certificate ( <i>Charitable Trust Act</i> )    | Registration Certificate ( <i>Religious Bodies Registration Act</i> ) | Enabling Legislation  | Company Registration Certificate                    | Company Registration Certificate                | Memorandum & Articles of Association        |
| TIN Registration                               | Deed of Trust   | Deed of Trust   | TIN Registration  | TIN Registration                                    | TIN Registration                                | TIN Registration                            |
| VAT Registration                               | Constitution  |   | VAT Registration  | VAT Registration                                    | VAT Registration                                | VAT Registration                            |
| FNPF Registration                              | TIN Registration  |   | FNPF Registration   | FNPF Registration                                   | FNPF Registration                               | FNPF Registration                           |
|  | VAT Registration  | Partnership Deed (Registered by Registrar of Deeds)                   |   |   |   |   |
|  | FNPF Registration   |   |   |   |   |   |

## **Criteria 2 – Goals and Culture**

- Vision Statement
- Mission Statement
- Goals
- Documentation on Academic Integrity and Honesty

## **Criteria 3 – Corporate Governance and Organizational Arrangement**

- Name of Governing Body
- Organisational structure
- Terms of Reference for Governing Body

## **Criteria 4 – Academic Governance and Quality Assurance**

- Arrangement of Academic Governance
- Information on Qualifications of Academic Board Members
- Terms of Reference and Policies of quality assurance

## **Criteria 5 – Finances and Management**

- Strategic Plan or Business Plan
- Audited Financial Statement/Accountant's Report
- Funding/Sponsorship Agreement
- Bank Statement (for last 3 months)

## **Criteria 6 – Staffing**

- Information on Management/Administrative Staff
- Information on Academic/Teaching Staff
- Information on Support Staff

## **Criteria 7 – Student Tuition and Grievances Arrangements**

- Arrangements for Refund of Fees/Winding up
- Policy on Resolving Student Grievances