

Higher Education Commission

Renewal of Registration Application Checklist

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

Criteria 1 – Company Information

- Certificate of Registration
- Company registration details
- Parent body details (if applicable)
- Any other supporting document(s)

Criteria 2 – Management Information and Financial Viability

Management Information

- Organizational Structure
- Terms of Reference of Management Board
- Qualifications of the Management Board
- Fit & Proper Declaration of Management Board
- Any other supporting document(s)

Financial Viability

- Audited Financial Report (Most Recent)
- Strategic Plan
- Surety & Guarantee Agreements/Sponsorship (if applicable)
- Any other supporting document(s), e.g., finance policy

Criteria 3 – Information on Learning Programmes

- Information on programmes or courses offered
- Programme Documents
- Information on New/additional programmes
- Information on any internal Review or Evaluation done
- Student Handbook (Current year)
- Academic Calendar
- Information on sites of delivery
- Proof of programme accreditation (if applicable)
- Any other supporting document(s)

Criteria 4 – Staff and Student Information

- Student Handbook/Manual (Policy & Procedures on Student Grievances and General Rules and Regulations important)
- Student Enrolment Information
- Information on Student Completion/Success Rates or Student Destinations
- Staff Manual (Policy & Procedures on Staff Recruitment, Appraisal & Grievance, and General Rules and Regulations important)
- Academic Staff Information (qualifications/teaching responsibilities)
- Information on Excursion/Workplace Attachment (if applicable)
- Any other supporting document(s)

Criteria 5 – Information on Infrastructure

- OHS Compliance Certificate
- NFA Safety Inspection Report
- Proof of tenancy/lease agreement/MoU
- Learning & Teaching facilities (e.g., Lecture room)
- Other student and staff facilities (e.g., Internet)
- Any other supporting document(s)

Criteria 6 – Overseas Applicants (if applicable)

- Franchise Documents
- Agreements with other institution(s) on mutual cooperation on:
 - Academic Matters
 - Financial Arrangements
 - Resource Sharing
 - Other related documents