Form X
(Regulation 10(1))

Higher Education Act, 2013
(Act No. 4 of 2013)

Higher Education (General) Regulations, 2024

APPLICATION FOR TRANSFER TO NEW PREMISES

A. INSTRUCTIONS

1. A person intending to apply for transfer to new premises should complete this Application Form and forward it to:

   The Director-General
   Higher Education Authority
   P.O. Box 50795
   Ridgeway
   LUSAKA

   Email: info@hea.org.zm
   Web: www.hea.org.zm

2. Applicants should forward **all** the listed documents with their application. An application **shall not** be processed if **any** of the required document is not provided

	Documents to be attached	Check	
		Yes	No
1.	Lease agreement or proof of ownership of training premises		
2.	Occupancy Licence of the premises from the Local Authority		
3.	Occupancy Licence from the local Authority in the case of Hostels/Boarding Houses where applicable		
4.	One (1) copy of the updated Operational Plan		
5.	Infrastructure master development plan		
6.	Fire certificate		
7.	Health Permit from the Local Authority		

B. ADMINISTRATIVE DATA

1. Name of Institution

2. Contact details for the proposed premises

Physical Address	
Postal Address	
Telephone Number	
Mobile Number	
E-mail Address	
Website	
Name of contact person	
Designation of contact person	

C Premises Information

Please provide the following information:

1. Reason for moving to new premises:

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2. Academic Programmes or Research Programmes (provide proposed list of academic programmes and/or research programmes to be run at the new premises)

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3. Physical Infrastructure (Provide information on available and appropriate physical infrastructure to support teaching, learning and research such as lecture rooms, laboratories, offices for staff and recreation facilities)

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4. Technological Infrastructure (provide information on available and appropriate technological systems to support teaching, research and operational functions, including e-learning platforms, student information management system and communication systems).

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5. Health and safety (Provide information on water and sanitation services at the premises, health and safety measures and facilities for staff and students. Evidence of compliance to health and safety regulations is required)

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DECLARATION

I/We, ……, hereby declare that the information given above is true and correct to the best of my/our knowledge. Should the information given above be verified to be false, this application shall be rendered invalid.

Signed: …… Date: ……..

Witness

Name: ……

Signature: ……

Date: ……..

FOR OFFICIAL USE ONLY

Received by: ……
Officer

Signature: ……

Date: ……..