(Regulations 3, 4, 5, 6, 7, 8, 9, 10, 13, 14, 15, 17, 18, 24, 27, 29, 30 and 31)

Form I
(Regulations 3(1) and 9)

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

Higher Education (General) Regulations, 2024

APPLICATION FOR REGISTRATION OF A PRIVATE HIGHER EDUCATION INSTITUTION
(College, University College and Technical University College)

A. INSTRUCTIONS

1. A person intending to apply for registration of a private College, University College or Technical University College 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.	Certificate of Incorporation/Registration of Business Name or Registration with Registrar of Societies or any other relevant certificate of registration		
2.	A sworn affidavit/declaration that the proprietor, board members have never been declared bankrupt		
3.	Police clearance for the proprietor and board members		
4.	Reference letter from the Bank of the proposed institution		
5.	Evidence of financial resources or guarantee		
6.	Zambia Revenue Authority tax registration certificate		
7.	Lease agreement or proof of ownership of training premises		

8.	Occupancy Licence of the premises from the Local Authority		
9.	One (1) copy of the Operational Plan		
10.	Statutes of the institution		
11.	Curriculum vitae of proposed principal officers		
12.	Academic policy document(s) covering admissions, progression, e-learning, student transfer, assessment, awards, academic calendar development and student record management		
13.	Curriculum Development and Review Policy		
14.	Open and Distance Learning policy where applicable		
15.	Refund policy		
16.	Infrastructure development master plan		
17.	Human Resource Policy, including recruitment, promotions and staff development		
18.	Conditions of Service document		
19.	Student Handbook covering registration procedures, information on courses, examination regulations etc		
20.	Proposed budget and cashflow statement		
21.	Financial management policies and procedures, including risk management		
22.	Research and Ethics Policies		
23.	Fire certificate		
24.	Health Permit from the Local Authority		
25.	Quality assurance framework/implementation policy		
26.	Occupancy License from the local Authority in the case of Hostels/Boarding Houses where applicable.		

B. ADMINISTRATIVE DATA

1. Name of Proprietor (s)

2. Contact details for the Corresponding Proprietor

Physical Address	
Postal Address	
Telephone Number(s)	
Mobile Number(s)	
E-mail Address	
Name of Corresponding Proprietor	

3. Name of the Proposed Higher Education Institution

4. Type of Proposed Higher Education Institution (Specify whether College, Technical University College or University College)

5. Address and contact Details of the Higher Education Institution

Physical Address	
Postal Address	
Telephone Number	
Mobile Number	
E-mail Address	
Website	
Name of Contact Person	
Designation of Contact Person	

6. Bank Name(s) and Details

Name of Bank	
Branch	
Address	

C Summary of Operational Plan

Please provide a summary of the Operational Plan, under the following Headings:
(Copy of the full operational plan should be attached)

1. Vision, Mission and Strategy (Provide vision and mission statement-, short-, medium- and long-term objectives).

   .....
   .....

2. Governance and Management - Provide information on the availability of governance and management structures including the following:

   - Composition of Council or Management Board, including committees
   - Composition of senate or board of studies, including committees
   - Principal Officers, including their qualifications and experience
   - Organisation structure includes divisions into faculties/departments/ units

3. Academic Programmes (provide proposed list of academic programmes and hosting faculties and departments. Note that for technical university colleges, two-thirds of the programmes should be in applied science or technology)

   .....
   .....

4. Research (description of type of research the institution shall engage in and facilities to support research).

……
……

5. Staff (Provide details of the proposed staff establishment, provisionally appointed academic, technical and administrative staff, including their qualifications)

……
……
……

6. Student Admission and Learner Support (Provide information on projected student enrolments, entry requirements for each learning programme, availability of learner support structures and services such as student affairs unit, student counselling unit and services, student information dissemination services).

……
……
……

7. Financial Resources (Provide information on sources and availability of financial resources to operate the institution and funds allocated to research, teaching and learning. Also provide details on financial management systems, internal and external audit systems to be used by the proposed Higher Education Institution)

……
……
……

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

……
……
……

9. Technological Infrastructure (Provide information on available and appropriate technological systems to support teaching and operational functions, including e-learning platforms, student information management system, e-library services, and communication systems)

……
……

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

……
……

11. Quality assurance provisions (information on mechanisms in place for internal quality assurance mechanisms, policies and procedures)

……
……

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……

Application Fee Paid:……

Date of Payment:……

Receipt No: ……

Serial No.: ……

STAMP