CONDITIONS AND REQUIREMENTS TO REGISTER AS A PRIVATE COLLEGE

1. In terms of the Continuing Education and Training Act, 16 of 2006 as amended and its Regulations, no person is permitted to provide further education and training unless that person is registered or recognized as a company in terms of the Companies Act, 2008.

2. It is also a further requirement that a registered private company operating as an educational institution must be registered as a private college with the Department of Higher Education and Training by completing the prescribed forms made available by the Department and complying with all the requirements and furnishing the following together with the application forms to the Department:
   a) Proof of accreditation by Umalusi;
   b) Surety issued by a financial services provider that is accredited in terms of relevant legislation to render such a service in favour of the Department of Higher Education and Training in order to protect the interests of student against any unforeseeable future event.

   OR

   Should an applicant not receive tuition fees from students, such applicant may request to be exempted from this requirement. A request for such exemption must be submitted on the official letterhead of the institution and signed by the CEO (or an official of similar standing in the institution). Reasons for this request must be provided together with documented proof thereof;
   c) The audited financial statements in the case where the company has been in operation or a three year projected financial statements prepared and issued by an auditor registered with IRBA;
   d) The Occupational health and safety audit report issued by a legally competent health and safety professional or organization accredited in terms of the Occupational Health and Safety Act, No 85 of 1993;
   e) An original tax clearance certificate issued by SARS not older than one year; and
   f) The certificate of Incorporation issued by the Commission of Intellectual Property Commission (CIPC), previously known as CIPRO, as proof that the company is incorporated with the companies office together with a list of most recent directors of the company including their addresses and the Memorandum of Incorporation.

3. Application for Registration form (Form FPX-01) is available on the website of the DHET at www.dhet.gov.za, look under Documents / Forms.

4. Such an application shall be accompanied by an amount of R500,00 (a cheque) drawn and payable in favour of the Department of Higher Education and Training for evaluation and determination.

5. Upon receipt of the above, the Department will follow all of its internal processes and your company will be advised of each step including shortcomings and the effects thereof.

Cheques to be made out to: Department of Higher Education and Training instead of DOE or money can be paid directly into the Department’ account as per the attached bank details and Reference should be the name of college. Proof of payment of application fees to be attached to application forms.