

Fiji Higher Education Commission

Recognition Application Checklist

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

1 Certificate of Legal Registration

(The institution must meet the requirements of EITHER 1.1 OR 1.2 OR 1.3 OR 1.4 OR 1.5.1 OR 1.5.2 OR 1.5.3)

1.1 University

- University Legislation
- TIN Registration
- VAT Registration
- FNPF Registration

1.2 Registered Under Charitable Trust Act

- Registration Certificate (Charitable Trust Act)
- Deed of Trust
- Constitution
- TIN Registration
- VAT Registration
- FNPF Registration

1.3 Registered Under Religious Bodies Act

- Registration Certificate (Religious Bodies Registration Act)
- Deed of Trust
- Letter from Parent Body
- Constitution
- TIN Registration
- VAT Registration
- FNPF Registration

1.4 Government/Statutory Training Organization

- Enabling Legislation
- TIN Registration
- VAT Registration
- FNPF Registration

1.5 Registered Under Registrar of Companies Act

1.5.1 Sole Trader

- Business Name Registration Certificate
- TIN Registration
- VAT Registration
- Business License from Municipal Council
- FNPF Registration

1.5.2 Partnership

- Business Name Registration Certificate
- TIN Registration
- VAT Registration
- Business License from Municipal Council
- FNPF Registration
- Partnership Deed (Registered by Registrar of Deeds)

1.5.3 Company

- Business Name Registration Certificate
- Memorandum & Articles of Association
- Certificate of Incorporation
- TIN Registration
- VAT Registration
- Business License from Municipal Council
- FNPF Registration

(The institution must comply with the following requirements

2 Documentation on Vision, Mission & Goals

The document should contain the following:

- Vision Statement
- Mission Statement
- Goals (short, medium and long term goals)

3 Policies & Procedures on Academic Integrity & Honesty

The document should contain the following:

- Admission Requirements
- Academic Progression Requirements
- Programme Completion Requirements
- Assessment Provisions
- Provisions on Reconsideration of Results
- Procedures on Dealing with Academic Malpractice
- Policy on Research and Free Intellectual Inquiry

4 Information on Governing Body, Financial Sponsors, Terms of Reference & Membership

The folio should contain the following:

- Name of Governing Body
- Names of Members of Governing Body
- CVs of Members of Governing Body
- Terms of Reference of Governing Body
- Audited Financial Statement (most recent)
- Budget/Financial Forecast for the Current year
- Bank Statement of Institution (showing transactions for the last 3 months)
- Funding/Sponsorship Agreement(s)
- Franchise Agreement(s)
- Register of Institutional Assets and Investments
- Strategic Plan
- Other Supporting Financial Documents

5 Information on Organizational Chart and Reporting Relationships

The document should contain the following:

- Positions and Names of Position Holders at all levels
- Reporting Lines
- Key Responsibilities of Distinct Positions

6 Student Grievance Policy & Procedures

The document should contain the following:

- Process for making an application on Refund of Fees
- Criteria for Granting Fee Refunds
- Process for Reporting Grievances
- Procedure for Resolving Grievances
- Provisions for Placement of Students in Other Institutions in case of Winding up of Institution