

EDUCATION (CORRESPONDENCE AND INDEPENDENT COLLEGES)

REGULATIONS 1990

APPLICATION TO REGISTER COLLEGE

Notes

- (i) This form is to be completed in quadruplicate and the originals plus two copies are to be sent at least 60 days before the proposed opening of the college to the Registrar of Correspondence and Independent Colleges to P.O. Box CY121 Causeway.
 - (ii) The information furnished in this form shall be confidential to the Registrar.
 - (iii) If any space is insufficient for the information required, please provide the information on a separate sheet.
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1. State whether college is an independent college or a correspondence college

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2. Name and full postal and physical address of college

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3. a) Name and full address of responsible authority in Zimbabwe

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b) Qualifications and teaching experience of responsible authority in Zimbabwe.

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4. Details of each course or subject for which training is to be offered, stating the name of the course or subject the minimum academic or other qualifications required for enrolment in the course or subject, the maximum number of students per course or subject is academic, professional, practical or recreational and a description of the syllabus for the course or subject or, if applicable its syllabus number.

(Please append annexure if more convenient):

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5. Details of teachers, tutors or authors to be engaged by the college, stating the name of each teacher, tutor or author, the course/s or subject/s upon which she/he is to be engaged, his/her academic and professional qualifications, and his/her teaching experience(please append annexure if more convenient):

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If so, specify the name the address of the partners

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(c) a limited company?

If so, specify specify-

i) The address of the Head office of the company

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ii) The names and addresses of the directors

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7. Has the owner, or any partner or director specified in question 6 –

a) ever been convicted of a criminal offence within or outside Zimbabwe involving imprisonment without the option of a fine or a fine or a fine exceeding two hundred dollars? If so, give the name of the owner , partner or director concerned, the date of the conviction, and the particulars thereof:-

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b) ever been adjudged or otherwise declared insolvent or bankrupt and has not been rehabilitated or discharged? If so, give the name of the owner , partner or director concerned:-

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8. Has the college any subsidiaries or divisions, which operate under any name other than that specified in question 2?

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If so give full particulars of the names and addresses of such subsidiaries or divisions

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9 Does the owner, partnership or company specified under question 6 own the land or premises of the college?

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If not, state the principal conditions of lease or other tenure under which the land or premises are occupied, giving the name of the owner of the land or premises, the rent payable and the period of the lease or tenure.

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10. If this application relates to an independent college, give details of-

a) the number of classrooms (including science laboratories if any)

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b) the total floor area of classrooms

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c) the number of science laboratories, if any

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d) the total floor area of science laboratories

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e) the number of toilets for

i) females.....

ii) males.....

f) the number of desks or tables and chairs to be used by the students

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11. If this application relates to an independent college, state the maximum number of students that the college is able to enroll and the minimum age of enrolment

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12.If this application relates to a correspondence college, give full description of services to be offered to students in addition to the supply of notes.

13.On separate statements, please list details of the following in relation to the financial affairs of the college of Zimbabwe.

a) Bankers reference and capital available for use by the college.....
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b)Total Assets.....

c)Total liabilities.....

d) Estimate total of recurrent expenditure.....

e) Estimates of total income from fees etc.....

f) What financial provision will be made to recompense students in the event of the college closing down?

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g) Any other information relevant to the financial affairs of the college

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14. Description of the administrative arrangements to be made to meet the needs of the students

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15. I

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Responsible Authority designates of the college described in paragraph 1, hereby-

- a) tender the fees due in terms of section 5 and 12 of the regulations, and
- b) supply for registration of the college in Zimbabwe in term of subsection (1) of section 36 of the Act: and
- c) certify that, to the best of my knowledge and belief, the information given above and in any attachment is correct.

Date..... Signature.....

For Office use Only

A. Provincial Education Office

Attention: Education Officer- Lifelong Education

The premises of the proposed college have been checked and this application is recommended/ not recommended/recommended subject to reservations.

Remarks.....
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Signature..... Date.....

For : Provincial Education Director

B. Head Office

Attention: Registrar of Correspondence and Independent Colleges

Approval for registration of the above college is granted/not granted.

Signature:..... Date:.....

For: **SECRETARY FOR PRIMARY AND SECONDARY EDUCATION**

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