

# **NEW REQUIREMENTS**

## **for PRIVATE EDUCATION INSTITUTES**

All institutions are to

- Submit audited financial report for previous year
- Submit Higher Education Commissions Registration Certificate
- Be in operation for a minimum 3 years

**Plus other requirements specified under Post-Secondary institute:**

- Letter of Application for FNPF Assistance signed by Principal Applicant
- Certified Copy of Registration of Business Certificate (Registered with Registrar of Companies)
- Certified Copy of Current and Valid Business License
- Certified Copy of Certificate of OHS Compliance
- Employer Reference Number registered with FNPF
- Certified Copy of Valid Business Bank Account Statement
- Certified Copies of Principal, Director and Lecturers Qualifications and Curriculum Vitae
- Certified Copies of Lecturers Teaching Certificates and relevant Qualifications
- Certified references to verify Principal, Director and Lecturers' period of teaching experience
- Schedule of Program of Studies, the required number of Units Per Program, Units Per Semester, Cost Per Unit and Qualification at the end of each program
- System Generated Invoice or receipt of fees comprising of the breakdown Cost of Fees (Template to be submitted)
- Details of Education Resources and Facilities Available
- Photographs of Property, Facilities and Classrooms

**All institutes need to comply with these requirements  
to be eligible as a FNPF Approved Institute**

**Until then, assistance to private institutes have been suspended.**