GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT No. 25 of 2016

The Higher Education Act, 2013

(Act No. 4 of 2013)

The Higher Education (Higher Education Quality Assurance System) Regulations, 2016

In Exercise of the powers contained in section *fifty-two* of the Higher Education Act, 2013, the following Regulations are made:

PART I

PRELIMINARY

1. These Regulations may be cited as the Higher Education (Higher Education Quality Assurance System) Regulations, 2016.

Title

- 2. In these Regulations, unless the context otherwise requires—
- Interpretation
- "Authority" has the meaning assigned to it in the Act;
- "Higher education institution" has the meaning assigned to it in the Act:
- "operational plan" means a plan approved by the Authority in accordance with section *seventeen* of the Act;
- "repealed Act" has the meaning assigned to it in the Act;
- "Zambia Qualifications Authority" means the Authority established under section *seven* of the Zambia Qualifications Authority Act, 2011.

Act No. 13 of 2011

PART II

REGISTRATION OF PRIVATE HIGHER EDUCATION INSTITUTION

3. A person who intends to operate a private higher education institution shall apply to the Authority for registration in Form I set out in the First Schedule upon payment of the fee set out in the Second Schedule.

Application for registration

4. The Authority shall for the purposes of ensuring compliance with the Act and verification of the information provided in the application by the private higher education institution, conduct—

Institutional audit and physical inspection of premises

- (a) an institutional audit; and
- (b) a physical inspection of the premises to be used.

Certificate of registration

- 5. (1) The Authority shall, where it approves an application for registration, issue an applicant with a certificate of registration in Form V set out in the First Schedule.
- (2) A private higher education institution with more than one campus shall be issued with a separate certificate for each campus.

PART III

ACCREDITATION OF LEARNING PROGRAMMES IN HIGHER EDUCATION INSTITUTIONS

Purpose of accreditation

- 6. The Authority shall accredit learning programmes offered in a higher education institution for the purpose of—
 - (a) setting and safeguarding the quality of academic programmes;
 - (b) recognising learning programmes;
 - (c) ensuring the continuous improvement of the quality of academic programmes;
 - (d) providing the public with notice that a higher education institution meets the standards of the Zambia Qualifications Authority; and
 - (e) developing institutional arrangement.

Application for accreditation

- 7. (1) A higher education institution shall apply to the Authority for the accreditation of a learning programme in Form II set out in the First Schedule upon payment of the fee set out in the Second Schedule.
- (2) The Authority shall, where an application meets the requirements for accreditation, within thirty days of receipt of an application under sub-regulation (1), approve the application and inform the applicant in Form III set out in the First Schedule.
- (3) The Authority shall, where it rejects an application for accreditation, inform the applicant in Form IV set out in the First Schedule.

Criteria for accreditation

- 8. The Authority shall accredit a learning programme of a higher education institution if—
 - (a) the aims and objectives of the learning programmes promote national or regional human resource development;

- (b) the curriculum is clearly defined and responds to the demands of the labour market;
- (c) the student enrolment in the learning programmes is clearly determined;
- (d) the levels of qualifications conform to the National Qualifications Framework provided under the Zambia Qualifications Authority Act;
- (e) the higher education institution has clear and defined assessment methods for Under-Graduate and Post-Graduate programmes;
- (f) the staff to be employed are adequate for the efficient delivery of the learning programmes and possess the necessary qualifications and experience in the relevant field;
- (g) the facilities that are required to deliver the learning programmes are sufficient;
- (h) there are academic support services for the efficient delivery of the learning programmes;
- (i) there are institutional management arrangements set in place for the purpose of internal quality assurance; and
- (j) adequate financial provision has been made or is guaranteed for the efficient delivery of the learning programmes.
- 9. The Authority shall, where it approves an application for accreditation, issue the applicant with a certificate of accreditation in Form VI set out in the First Schedule.

Certificate of accreditation

- 10. (1) The proprietor of a higher education institution shall not offer a learning programme for which it is not accredited.
- (2) A person who contravenes sub-regulation (2) commits an offence and is liable, upon conviction, to a fine not exceeding two thousand five hundred penalty units or to imprisonment for a period not exceeding two years, or to both.

Proprietor not to offer unaccredited learning programme

11. (1) A higher education institution shall not alter an accredited learning programme without the prior approval of the Authority.

Review and alteration of accredited programme

- (2) An application to alter an accredited learning programme shall be in Form VII set out in the First Schedule.
- (3) The Authority shall, within thirty days of receipt of the application to alter an accredited learning programme, approve the application if the proposed alteration meets the requirement of these Regulations.

Act No. 13 of 2011

(4) An alteration of accreditation approval shall be in Form III set out in the First Schedule.

Suspension and revocation of accreditation

- 12. The Authority shall, where a higher education institution fails to comply with the standards set out under regulation 8, issue a notice of intention to revoke its accreditation in Form VIII set out in the First Schedule.
- (2) A notice issued under sub-regulation (1) shall specify the details of the failure to comply with the standards.
- (3) A higher education institution shall, within thirty days of receipt of a notice of intention to revoke accreditation, remedy the failure specified in the notice and make representation in writing to the Authority, stating why the accreditation shall not be revoked.
- (4) Where the higher education institution fails to remedy the default, the Authority shall revoke the accreditation issued to the higher education institution and notify the higher education institution in Form IX set out in the First Schedule.
- (5) The Authority shall, where it revokes the accreditation of a higher education institution, publish a notice of revocation in the *Gazette* and a daily newspaper of general circulation in Zambia.
- (6) The Authority shall cancel the notice of intention to revoke accreditation of a higher education institution if the Authority is satisfied that the higher education institution has put in place necessary measures to comply with these Regulations.
- (7) A higher education institution which is subject to a notice under this regulation shall meet the Authority's administration costs and other expenses incurred in the enforcement of this regulation.

Renewal of accreditation

- 13. (1) A higher education institution may apply for the renewal of accreditation of a learning programme to the Authority in Form II set out in the First Schedule.
- (2) The Authority shall, where a higher education institution complies with these Regulations renew its accreditation of a learning programme.

Display of certificate of accreditation

- 14. The higher education institution shall display—
 - (a) in a conspicuous place on its premises, the certificate of accreditation or a certified copy of the same; and
 - (b) in its official documents, its accreditation number and an indication that it is accredited.

15. The Authority shall, within the first quarter of the year, publish in the *Gazette* and a daily newspaper of general circulation the learning programmes accredited in the higher education institutions

Publication of accredited learning programmes

PART IV

CLASSIFICATION OF HIGHER EDUCATION INSTITUTIONS

16. (1) A higher education institution may apply to the Authority for classification in Form X set out in the First Schedule.

Application for classification

- (2) The Authority shall, within thirty days of receipt of an application under sub-regulation (1), where the application meets the requirements for classification, approve the application in Form III set out in the First Schedule.
- (3) The Authority shall, where it rejects an application for classification, inform the applicant in Form IV set out in the First Schedule.
- 17. The authority shall, publish a list of the classifications of higher education institutions within the first quarter of the year, in the *Gazette* and a daily newspaper of general circulation in Zambia.

Publication of classification

PART V

GENERAL PROVISIONS

18. (1) A higher education institution whose certificate of registration or accreditation is destroyed or lost may apply to the Authority for a duplicate certificate in Form XI set out in the First Schedule upon payment of the fee set out in the Second Schedule.

Duplicate certificate of registration or accreditation

- (2) The Authority may, upon receipt of an application under sub-regulation (1), issue a duplicate certificate of registration or accreditation in Form V or VI set out in the First Schedule respectively.
- 19. The fees set out in the Second Schedule are the prescribed fees for the matters specified in the Schedule.
- 20. Aperson who is aggrieved with the decision of the Authority under these Regulations may appeal to the Minister within thirty days of the service of the decision on that person.

Fees

Appeals

FIRST SCHEDULE

(Regulations 3, 5, 7, 9, 11 (2), 11 (4), 12 (1), 12 (4), 13 (1), 16 (1), 16 (2), 16 (3) and 18)

Form I (Regulation 3)



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

The Higher Education (Higher Education Quality Assurance System) Regulations, 2016

APPLICATION FOR REGISTRATION AS A PRIVATE HIGHER EDUCATION INSTITUTION

A. INSTRUCTIONS

1. A Private Higher Education Institution applying for Registration should complete this Application Form and forward it to:

The Director-General Higher Education Authority P.O. Box 50464 LUSAKA

2. Applicants should forward all the listed documents with their application. An application will not be processed if any of the required documents is not provided.

	Ch	neck
Documents		No
(1) Certificate of Incorporation or Registration of Business Name		
(2) A sworn affidavit/ declaration that the proprietor, board members have never been declared bankrupt or found guilty of a criminal offence		
(3) A sketch showing the location of the Institution		
(4) Three referees (one of whom should be the current banker) who can independently be contacted by the Authority		
(5) Evidence of financial resources or guarantee		
(6) Lease agreement or proof of ownership of training premises		
(7) Report or Letter of change of use of premises from the Local Authority		
(8) Report or Letter of approval from the Local Authority in the case of Boarding Houses		
(9) Five copies of the Operational Plan		

2. Contact details for the Propriet	or
Physical Address	Please Complete
Physical Address	
Postal Address	
Telephone Numbers	
Fax Number	
E-mail Address	
Contact Person	
Designation of Contact Person	
Physical Address	the Higher Education Institution Please Complete
Postal Address	
Telephone Numbers	
Fax Number	
E-mail Address	
Website	-
Name of Contact Person	
Designation of Contact Person	_
5. Bank Name and details	
27	Please Complete
Name of Bank Branch	
Address	
7714-940900-900-900	
LONG MEANIN AND SHOPE FORM ODIFICINGS OF THE INST	
Long, Meanum and Snort Term objectives of the Inst	
Long, Meaum and Snort Term objectives of the this	
Long, Meaum and Snort Term objectives of the Inst	
2. Governance and Management	
	uctures, quantities and qualifications of th

Programmes, including arrangement of Faculties.)

4. Rese	W. Charles and Control of the Contro	
Facilities, equi	ipment, etc. to support Research	n.
5 Cand	aut Admission and Learness C	San and
	ent Admission and Learner S	ements, and Learner Support systems.
1 rojecica numi	эсгэ од Вишения, Бин у Кефин с.	тень, ана всинет виррон зумень.
6. Staff	•	
Staff Policies,	Numbers and Qualifications of	f academic and Senior Non-Academic Staff, including Full-Time and Part-Time Staff.
	ncial Resources	
	availability of financial resou nd control procedures.	urces to operate the Institution, including financial
	1	
9 Dhyo	ical and Tashnalagical Infras	turatura.
8. Physical infras	sical and Technological Infras	structure
Physical infras	sical and Technological Infras structure to support teaching, port and operational functions.	learning and research, including technology systems
Physical infras for learner sup 9. Heal	structure to support teaching, port and operational functions. th and Safety	learning and research, including technology systems
Physical infras for learner sup 9. Heal Evidence of co	structure to support teaching, port and operational functions. Ith and Safety ompliance with the minimum I	learning and research, including technology systems
Physical infras for learner sup 9. Heal Evidence of co	structure to support teaching, port and operational functions. Ith and Safety ompliance with the minimum I	learning and research, including technology systems Health and Safety Regulations under relevant written
Physical infras for learner sup 9. Heal Evidence of co law. Provision	structure to support teaching, port and operational functions. Ith and Safety ompliance with the minimum I	learning and research, including technology systems Health and Safety Regulations under relevant written
Physical infras for learner sup 9. Heal Evidence of co law. Provision	structure to support teaching, port and operational functions. Ith and Safety ompliance with the minimum Horizonth and safety facilities we other information	learning and research, including technology systems Health and Safety Regulations under relevant written
9. Heal Evidence of collaw. Provision 10. Any	structure to support teaching, port and operational functions. Ith and Safety ompliance with the minimum Horizonth and safety facilities we other information	learning and research, including technology systems. Health and Safety Regulations under relevant written within the institution for staff and students.
9. Heal Evidence of collaw. Provision 10. Any	th and Safety or health and safety facilities w other information	learning and research, including technology systems. Health and Safety Regulations under relevant written within the institution for staff and students. hereby declare that the information given about
Physical infras for learner sup 9. Heal Evidence of collaw. Provision 10. Any CLARATION and correct to	th and Safety ompliance with the minimum F of health and safety facilities w other information	learning and research, including technology systems. Health and Safety Regulations under relevant written within the institution for staff and students.
Physical infras for learner sup 9. Heal Evidence of collaw. Provision 10. Any CLARATION and correct to	th and Safety or health and safety facilities w other information	learning and research, including technology systems. Health and Safety Regulations under relevant written within the institution for staff and students. hereby declare that the information given about
9. Heal Evidence of collaw. Provision 10. Any CLARATION and correct to ication shall be	th and Safety mpliance with the minimum F of health and safety facilities w other information the best of my knowledge.	learning and research, including technology systems. Health and Safety Regulations under relevant written within the institution for staff and students. hereby declare that the information given about the information be verified to be false
Physical infras for learner sup 9. Heal Evidence of collaw. Provision 10. Any CLARATION and correct to	th and Safety mpliance with the minimum F of health and safety facilities w other information the best of my knowledge.	learning and research, including technology systems. Health and Safety Regulations under relevant written within the institution for staff and students. hereby declare that the information given about
9. Heal Evidence of collaw. Provision 10. Any CLARATION and correct to ication shall be	th and Safety mpliance with the minimum F of health and safety facilities w other information the best of my knowledge.	learning and research, including technology systems. Health and Safety Regulations under relevant written within the institution for staff and students. hereby declare that the information given about the information be verified to be false
9. Heal Evidence of colaw. Provision 10. Any CLARATION and correct to ication shall be	th and Safety orth and Safety orth and safety orthealth and safety facilities w other information the best of my knowledge or rendered invalid.	learning and research, including technology systems. Health and Safety Regulations under relevant written within the institution for staff and students. hereby declare that the information given about the information be verified to be false

Date

FOR OFFICIAL USE ONLY

Received by:		
	Officer	RECEIPT No.
Date Received:		
Amount Received:		
		STAMP
Serial No. of application:		



The Higher Education (Higher Education Quality Assurance System) Regulations, 2016

APPLICATION FOR ACCREDITATION/RENEWAL OF ACCREDITATION OF HIGHER EDUCATION LEARNING PROGRAMMES

A. INSTRUCTIONS

A Higher Education Institution applying for accreditation of learning programmes should complete this Application Form and forward it to:

The Director-General Higher Education Authority P.O. Box 50464 LUSAKA

B. ADMINISTRATIVE DATA

- 1. Name of Higher Education Institution:
- 2. Contact details for the Higher Education Institution

	Please Complete
Physical Address	
Postal Address	
Telephone Numbers	
Fax Number	
E-mail Address	
Contact Person	
Designation of Contact Person	

C. Details of Higher Education Learning Programmes

Programme Reference Number	
Name of Learning Programme	
Aims and Objectives	
Rationale of the Learning Programme in	relation to national and/or regional human resources
demands.	

Programme Reference Number

Name of Learning Programme

Curriculum

Details of Learning Outcomes, Teaching and Learning Plans, Levels of Qualifications and Articulation in the Zambia Qualifications Framework

Programme Reference Number
Name of Learning Programme

Assessment

Methods of Assessments, validation and Security. Arrangements for Assessments of Dissertations and Thesis in Post-Graduate Programmes.

Programme Reference Number Name of Learning Programme

Staff

Numbers and Qualifications of Staff for the Programme, including the balance between Full-Time and Part-Time Staff. (Please attach Curriculum Vitae of all Staff on this Programme)

Programme Reference Number

Name of Learning Programme

Facilities for Programme Delivery

Facilities provided and available for Teaching, Learning and Research

Programme Reference Number
Name of Learning Programme

Teaching and Learning Support

Facilities, Equipment and networks available to support Teaching and Learning.

Programme Reference Number

Name of Learning Programme

Internal Quality Assurance

Details in internal policy, strategies and institutional arrangements for Internal Quality Assurance.

Programme Reference Number

Name of Learning Programme

Financial Resources

Sources, availability and adequacy of financial resources to support the Learning Programme.

OTHER INFORMATION

mme
annie

Note: Applicants may use additional pages for additional Learning Programmes

DECLARATION	
I/We,, h is true and correct to the best of my/our knowle false, this application shall be rendered invalid.	edge. Should the information be verified to be
Signed	Date
Witness:	
Name	Signature
Date	
FOR OFFICIA	L USE ONLY
Received by:	
Officer	RECEIPT No.
Date Received:	
Amount Received:	
	STAMP
Serial No. of application:	



The Higher Education (Higher Education Quality Assurance System) Regulations, 2016

NOTICE OF ACCEPTANCE OF APPLICATION

(1) Here insert	To (1)
the full names and address of applicant.	IN THE MATTER OF (2)
(2) Here insert	IV THE WITH TEX OF (2)
the reference No. of the application.	You are hereby notified that your application for (3)
(3) Here insert	has been accepted on the following conditions*:
type of application.	(a)(b)(c)(d)
	Dated this day of
	Director-General
	Director-General

Note * Additional conditions may be attached, where necessary, on a separate sheet.



The Higher Education (Higher Education Quality Assurance System) Regulations, 2016

NOTICE OF REJECTION OF APPLICATION

(4) Here insert the full names and address of applicant.	To (1) IN THE MATTER OF (2)
(5) Here insert the reference No. of the application.	You are hereby notified that your application for (3)
(6) Here insert type of application.	(a)(b)(c)(d)
	Dated this
	D
	Director-General

Note * Additional grounds may be attached, where necessary, on a separate sheet.

FORM V (Regulation 5



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

The Higher Education (Higher Education Quality Assurance System) Regulations, 2016

CERTIFICATE OF REGISTRATION AS PRIVATE HIGHER EDUCATION INSTITUTION

This is to co	ertify that
Situate	ed at
has on theday of	in the year
been Registered as a UNIVERSITY in accordance 2013.	ance with the Higher Education Act No. 4 of
	 Director-General
Higher Education Authority	Higher Education Authority
Certificate Number:	

This Certificate remains the property of the Higher Education Authority and must be surrendered on demand.



The Higher Education (Higher Education Quality Assurance System) Regulations, 2016

CERTIFICATE OF ACCREDITATION

This is to certify that the Higher I	Education Learning Programme
Conduct	ed by
Situate	d at
Has satisfied the Quality Standards and Criteri compliance with the Higher Ed	
Chairperson Higher Education Authority	Director-General Higher Education Authority
Certificate Number:	

This Certificate remains the property of the Higher Education Authority and must be surrendered on demand.



The Higher Education (Higher Education Quality Assurance System) Regulations, 2016

APPLICATION FOR ALTE Shaded fields for official use only		Certificate code	
Tick where applicable ($$)		Date	
Information Required	Information Provided		Accreditation no.
1. Name of the Institution			
2. Physical address:			
Contacts:			3
3. Physical Address:			
Tel:			
Fax:			7
Email:	-		
Others:			
(L CURRENT PROGRAMM	E	
4. Programme level - (degree, diploma, etc.,)			
5. Aims and Objectives:			
6. Curriculum:			
7. Assessment:			
8. Details of staff employed for the programme (including qualification, work load, part time and full time):			
9. Facilities for Programme Delivery:			
10. Teaching and Learning Support:			1
11. Internal Quality Assurance:			Y.
12. Financial Resources:			
13. Other Information pertinent to the learning Programme:			
	ROPOSED PROGRAMM	IE	
1. Programme level - (degree, diploma, etc.,)			
2. Aims and Objectives:			
3. Curriculum:			

4.	Assessment:	
5.	Details of staff employed for the programme (including qualification, work load, part time and full time):	
6.	Facilities for Programme Delivery:	
7.	Teaching and Learning Support:	4
8.	Internal Quality Assurance:	
9.	Financial Resources:	
10.	Other Information pertinent to this learning programme:	
s tr alse		, hereby declare that the information given above knowledge. Should the information be verified to be avalid.
	Signed	Date
Vitr	ness:	
	Name	Signature
	 Date	
	FOR OF	FICIAL USE ONLY
lece	eived by:	
	Offic	Pr RECEIPT No.
ate	e Received:	
mo	ount Received:	
		STAMP
eri	al No. of application:	



The Higher Education (Higher Education Quality Assurance System) Regulations, 2016

NOTICE OF INTENTION TO REVOKE ACCREDITATION OF LEARNING PROGRAMME

	CERTIFICATE NO.:			
(1) Here insert the full names and address of holder of certificate.	To (1)			
	You are hereby notified that the Higher Education Authority intends to revoke your accreditation of the			
	(a)(b)(c)(d)			
	You are requested to show cause why the accreditation should not be revoked and to take action to remedy the breaches set out in paragraphs			
	Failure to remedy the said breaches shall result in the revocation of your accreditation.			
	Dated this			
	Director-General			



The Higher Education (Higher Education Quality Assurance System) Regulations, 2016

NOTICE OF REVOCATION OF ACCREDITATION OF LEARNING PROGRAMME

(1) Here insert the full names and address of certificate holder.	To (1)
(2) Here insert the certificate number.	You are hereby notified that your accreditation of the Learning programme has been revoked on the following grounds*: (a) (b) (c) (d) Dated this day of 20
	Director-General

Note * Additional grounds may be attached, where necessary, on a separate sheet.



The Higher Education (Higher Education Quality Assurance System) Regulations, 2016

APPLICATION FOR CLASSIFICATION OF A HIGHER EDUCATION INSTITUTION

A. INSTRUCTIONS

A Higher Education Institution applying for classification should complete this Application Form and forward it to:

The Director-General Higher Education Authority P.O. Box 50464 LUSAKA

B. DMINISTRATIVE DATA

1.	Name of Higher Education Institut	on:

2. Contact details for the Higher Education Institution

	Please Complete
Physical Address	
Postal Address	-11
Telephone Numbers	
Fax Number	
E-mail Address	
Contact Person	
Designation of Contact Person	

3. Please provide details on the following:

1. Vision, IVIIS	sion and Strategy							
Long, Medium and Sh	ort Term objectives	of the	Institution.					
3, 3, 3,		-5 0,00						
2. Governance	e and Managemen	t						
Governance and Ma	anagement system.	s and	structures,	quantities	and	qualifications	of	the
leadership.				•		*		

3. Academic Programmes
Definition of all Learning Programmes (Undergraduate/Post-Graduate/Research/ Distance Programmes, including arrangement of Faculties.)
4. Research Facilities, equipment, etc. to support Research.
5. Student Admission and Learner Support
Projected numbers of Students, Entry Requirements, and Learner Support systems.
6. Staff Staff Policies, Numbers and Qualifications of academic and Senior Non-Academic Staff, including Academic Assistance, disaggregated between Full-Time and Part-Time Staff.
7. Financial Resources
Sources and availability of financial resources to operate the Institution, including financial management and control procedures.
8. Physical and Technological Infrastructure
Physical infrastructure to support teaching, learning and research, including technology systems for learner support and operational functions.
9. Health and Safety
Evidence of compliance with the minimum Health and Safety Regulations under relevant written law. Provision of health and safety facilities within the institution for staff and students.
10. Any other information

DECLARATION

I/We,	he	reby declare that the information given above
is true and correct to t		lge. Should the information be verified to be
Signe		 Date
Witness:		
 Name		Signature
 Date		
	FOR OFFICIAL	USE ONLY
Received by:	Officer	RECEIPT No.
Date Received:		
Amount Received:		
Serial No. of applicati	on:	STAMP
zeriai ivo. oi appiicati	оп	



The Higher Education (Higher Education Quality Assurance System) Regulations, 2016

APPLICATION FOR DUPLICATE *CERTIFICATE OF REGISTRATION/ACCREDITATION

A. PARTICULARS

		Please Complete
Physical .	Address	
Postal Ac	ldress	
Telephon	e Numbers	
Fax Num	ber	
E-mail A	ddress	
Contact F	Person	
Designati	on of Contact Person	
. RE		AMAGED CERTIFICATE /Accreditation Number:
(i)		
(i) (ii)		
	Year issued:	
(ii)	Year issued:	loss or damage of the certificate:
(ii)	Year issued:	loss or damage of the certificate:

(Attach police reports, sworn affidavit, damaged certificate and any other supporting documents to justify your application.)

DECLARATION I/We,, hereby declare that the information given above is true and correct to the best of my/our knowledge. Should the information be verified to be false, this application shall be rendered invalid. Signed Date *Delete whichever is not applicable FOR OFFICIAL USE ONLY Comments by the Higher Education Authority Application granted/rejected

..... Director-General

SECOND SCHEDULE

(Regulations 3, 7,18 and 19)

FEES

	Private Hig Inst	Public Higher		
Category of Fees	Foreign Higher Education Institution Fee Unit	Local Higher Education Institution Fee Unit	Education Institution Fee Unit	
Submission of Application for Registration as a Private Higher Education Institution	3, 334	1, 667		
Registration of a Private Higher Education Institution	50,000	33, 334	T	
Accreditation of a Learning Programme	33,334	16, 667	16, 667	
Annual Levy	17 per Registered Student	14 per Registered Student	14 per Registered Student	
Duplicate Certificate of Registration/Accreditation	6,668	3,334	3,334	

Lusaka 26th April, 2016 [MESVTEE/10/21/1] Dr M. L. Kaingu, Minister of Higher Education