

POST SECONDARY COLLEGES ORDINANCE

(Chapter 320)

Application to register a Post Secondary College as a registered college

1. I hereby apply for the registration of the Post Secondary College as a registered college in accordance with section 4A of the Post Secondary Colleges Ordinance (the Ordinance), with the particulars as follows—
 - (a) Proposed name of the Post Secondary College (in English)
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 - (b) Proposed name of the Post Secondary College (in Chinese)
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 - (c) Proposed address of the Post Secondary College
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2. I attach the proposed organisational structure of the Post Secondary College (including the proposed members of Board of Governors, President, Vice-President(s), other key officers and faculties (or equivalent)).
3. I attach the layout plan and schedule of accommodation for each of the proposed premises of the Post Secondary College.
4. I attach the documentary proof of the right to use the proposed premises of the Post Secondary College (such as a copy of tenancy agreement, a copy of formal sale and purchase agreement and/or an authorisation letter from the landlord permitting the premises to be used as a post secondary college, etc.).
5. I attach a list of proposed courses and relevant information of the Post Secondary College (including accreditation status, level of study, maximum intake numbers, tuition fees, duration, etc.).
6. I attach a copy of the Policy and Procedures for the Recruitment and Appointment of staff of the Post Secondary College.
7. I attach a copy of the Conditions of Service and a template of the Contract for Employment of staff of the Post Secondary College.
8. I attach a copy of the Policy and Procedures for Admission of a student to the Post Secondary College.
9. I attach a copy of the evidence of incorporation, along with a copy of the Constitution or other instruments which govern the Post Secondary College.
10. I attach a general account of the finance of the Post Secondary College (including the forecast of income and expenditure, source and amount of funds available for the development of the

Post Secondary College, etc.).

11. I attach a copy of the Strategic Plan of the Post Secondary College.
12. I attach a copy of the Institutional Review report of the Post Secondary College issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications.
13. By submitting this application, I hereby declare that—
 - (a) the contents of this application are true and complete to the best of my knowledge and belief;
 - (b) I have read and understood the relevant provisions of the Ordinance, including but not limited to sections 4, 4A, 6A, 6C, and 6D;
 - (c) to the best of my knowledge and belief, the Post Secondary College complies with the requirements for registration specified in section 4(1) of the Ordinance;
 - (d) the applications for registration of members of Board of Governors, the President and Vice-President(s), and teachers of the Post Secondary College shall be separately submitted to the Education Bureau in the prescribed forms 2, 3, and 4 respectively; and
 - (e) I have read and understood the contents of the Personal Information Collection Statement (at **Appendix**) attached to this application form.
14. I nominate the following person as the designated contact point for this application—
 - (a) Name (in English)
 - (b) Post Title
 - (c) Telephone Number
 - (d) Email Address

Signature of Proposed Chairperson of the Board of Governors	
Name of Proposed Chairperson of the Board of Governors	
Date	

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in relation to this form will be used by the Education Bureau (EDB) for one or more of the following purposes –

- (a) Activities relating to the processing, authentication and counter-checking of the application for registration of Post Secondary Colleges, and reviewing the registration of Post Secondary Colleges through regular compliance checking;
- (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux/departments in connection with the activities mentioned in (a) above;
- (c) Activities relating to matching of the personal data within the database of the EDB for purposes of verifying/updating records of the EDB;
- (d) Activities relating to training and development including invitation of participation in programmes/activities;
- (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding/grants/subsidies, and conducting of audits;
- (f) Activities relating to compilation of statistics, research and Government publications; and
- (g) Activities relating to the administration and enforcement of rules and regulations, including but not limited to the Post Secondary Colleges Ordinance (Cap. 320) and its subsidiary legislation.

2. The provision of personal data required in relation to this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in the EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below –

- (a) other Government bureaux, departments and statutory bodies, including but not limited to, Security Bureau, Buildings Department, Customs and Excise Department, Department of Health, Department of Justice, Fire Services Department, Hong Kong Police Force, Housing Bureau, Immigration Department, Land Registry, Lands Department, Official Receiver's Office, Planning Department, Registration and Electoral Office, Town Planning Board and Independent Commission Against Corruption, where necessary, for the purposes mentioned in paragraph 1 above;
- (b) the personnel of the Post Secondary College in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) where you have given your prescribed consent to such disclosure; and
- (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by the EDB. Request for access or correction of personal data should be made in writing to the School Registration and Compliance Section at 28/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong.