**Designation of providers of higher education as institutions for the purpose of the Higher Education (Wales) Act 2015**

The following form is for applicants[[1]](#footnote-1) seeking to be designated as an institution for the purpose of the Higher Education (Wales) Act 2015. The accompanying guidance notes, available at <https://beta.gov.wales/designation-higher-education-institution-application-guidance> should be read when completing this form.

*\* = mandatory information*

**Section 1 – General information**

|  |
| --- |
|  |

1. Applicant’s name\*:

|  |
| --- |
|  |

Applicant’s principal address\*:

|  |
| --- |
|  |

Name and position

within organisation:

|  |
| --- |
|  |

Telephone number:

|  |
| --- |
|  |

e-mail address:

(b) Any other names under which the applicant operates\*:

|  |
| --- |
|  |

(c) Contact details for correspondence including name, e-mail address and telephone number (if different from above):

|  |
| --- |
|  |

**Section 2 ‒ Charitable status**

This section is mandatory; an application **must** contain information relating to the applicant’s charitable status. Please fill in either (a) for those applicants that are registered with a charity regulator; or (b) for those applicants not registered with a charity regulator.

|  |
| --- |
|  |

1. Charity registration number:

|  |
| --- |
|  |

Name and address of the charity regulator with whom the applicant is registered[[2]](#footnote-2):

(b) If the applicant is not registered with a charity regulator the reason why registration with a charity regulator is not required:

|  |
| --- |
|  |

If the applicant is not registered with a charity regulator, then the applicant **must** include a copy of the applicant’s governing document[[3]](#footnote-3).

**Section 3 ‒ Provision of higher education in Wales**

 (a) a description of the higher education provided by the applicant in Wales:\*

|  |
| --- |
|  |

 (b) a description of the award that may be conferred on a person as a result of the higher education provided in Wales by the applicant:\*

|  |
| --- |
|  |

(c) the number of persons in Wales undertaking that higher education as at the date of the application:\*

|  |
| --- |
|  |

(d) the locality in Wales where higher education is provided:\*

|  |
| --- |
|  |

(e) the address of any website maintained by the applicant relating to the provision of higher education in Wales by that applicant:\*

|  |
| --- |
|  |

An application **must** be accompanied by a copy of any prospectus published by the applicant that relates to the provision of higher education in Wales by that applicant.

**Signature: ………………………………………………………. Date: …………………**

**Section 4 ‒ Application submission**

Please send this application, along with any documents as required under Sections 2 and 3 of this form, to:

Higher Education Division

Welsh Government

Cathays Park

Cardiff

CF10 3NQ

e-mail: CeisiadauAU.HEApplications@gov.wales

Further information can be obtained from the e-mail address above.

1. In this form the term “applicant” refers to the provider of higher education in respect of which the designation is being sought. [↑](#footnote-ref-1)
2. “charity regulator” means the Charity Commission, the Office of the Scottish Charity Regulator or the Charity Commission for Northern Ireland. [↑](#footnote-ref-2)
3. In the case of a provider of higher education conducted by a company, the company’s memorandum and articles of association; in any other case a document providing for the constitution and conduct of the provider of higher education. [↑](#footnote-ref-3)