



**THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO  
(ACTT)**

**GENERAL  
CONDITIONS OF REGISTRATION  
FOR  
POST SECONDARY AND TERTIARY INSTITUTIONS**

## **General Conditions of Registration for Post Secondary and Tertiary Institutions**

**(Issued pursuant to the Accreditation Council of Trinidad and Tobago Act, Chap. 39:06 of the Laws of Trinidad and Tobago (“the Act”))**

The following Conditions of Registration (hereinafter referred to as the “Conditions”) apply to all post secondary and tertiary institutions registered with the Accreditation Council of Trinidad and Tobago. These conditions outline a registered institution’s obligations after registration.

### **A. General Provisions:**

- a) These Conditions are effective from and after the time of registration.
- b) ACTT reserves the right to amend these Conditions as it sees fit and will give prior notice to all registered and applicant institutions where this applies.
- c) The conditions that apply to any post secondary or tertiary institution may be varied, added to or revoked at any time and as considered appropriate by ACTT either in general or in respect of particular matters.
- d) Registration is non-transferable.
- e) Registered institutions shall abide by all conditions of registration.
- f) A registered institution enjoys legal authority to operate a post secondary or tertiary level institution in accordance with the provisions of the Act and these Conditions. The registration of a post secondary or tertiary institution does not confer accredited status and shall not be deemed to convey any other approval or consent which may be required by any other law, rule, regulation, ordinance or order.
- g) ACTT may, at its discretion, suspend, revoke or cancel a post secondary or tertiary institution’s registration:
  - i. for failure to comply with these Conditions;
  - ii. for failure to comply with all applicable laws or the orders of any public authority with jurisdiction over the institution’s business or affairs;
  - iii. where any information contained in any application for registration or otherwise supplied by the institution at the request of ACTT is found to be false, misleading or incorrect; or,

- iv. for violation of any commitment made in an application for registration.

**B. Interpretation:**

- a) Unless the context otherwise requires and except as varied or otherwise specified below, words and expressions which are defined in the Act or in ACTT's Criteria for Registration shall have the same meanings when used herein.
- b) "substantive changes" are changes made after registration and include, within limitations:
  - i. any significant change in the mission, vision or goals of the institution;
  - ii. any change in the legal status, form of control or ownership of the institution;
  - iii. the addition of programmes that represent a significant departure, in either content or method of delivery, from those that were offered at the time of registration.
  - iv. the initiation of delivery of 60% or more of a programme's contact hours through distance education or electronic media;
  - v. the addition of programmes at a qualification or credential level above that which is included in the institution's current registration;
  - vi. a change in programme duration or credit calculation;
  - vii. the establishment of additional sites or campuses from which programmes are to be offered;
- c) "time of registration" means, in relation to a particular applicant, the date of issuance to the date of expiration of a Certificate of Registration issued by ACTT to that applicant, except under conditions where registration was suspended, revoked or cancelled.

**C. A registered post secondary or tertiary institution shall:**

- a) at all times comply with all laws, the Act, any regulations or rules made under the Act, as well as these Conditions as the same may be amended from time to time;
- b) apply consistently the quality assurance procedures and at all times maintain the integrity of its QMS approved by ACTT;

- c) submit a Registered Institution Annual Report (RIAR) to ACTT in a prescribed format on or before the anniversary date on which registration was granted;
- d) display its Certificate of Registration at its main campus;
- e) inform ACTT immediately of any issue which impacts on the validity or integrity of its QMS;
- f) incorporate into its QMS any amendments or developments in ACTT's quality assurance framework for post secondary and tertiary institutions, as communicated to the institution from time to time;
- g) facilitate visits, if requested, by ACTT as part of its role in monitoring the institution's activities and the effectiveness of its QMS;
- h) facilitate visits by ACTT to investigate any complaints by stakeholders made against the registered institutions;
- i) respond promptly to any request for information, statement of concern, complaint or other communication received from ACTT;
- j) use ACTT's Registered Institution Logo (RIL) in accordance with the terms outlined in the Trademark Licence Agreement.
- k) use only the name under which the institution is registered with ACTT in all marketing or advertising;
- l) provide and maintain all premises or equipment for offering programmes in a safe and sanitary condition and in accordance with all relevant laws, regulations and building codes in Trinidad and Tobago.
- m) maintain physical, financial and human resources adequate for the satisfactory conduct of the programmes of instruction presented in its application for registration.
- n) notify ACTT of its intention to offer any post secondary or tertiary programmes not approved at the time of registration.

**D. A registered post secondary or tertiary institution shall not:**

- a) make any substantive change without the approval of ACTT;

- b) use any wording in reference to its registered status other than as stated in Schedule C (Trademark Usage Guidelines) in the Trademark Licence Agreement in its marketing or advertising;
- c) use ACTT's name and Official Logo in its documentation except within the guidelines prescribed by ACTT in the Trademark Licence Agreement and in accordance with these Conditions.
- d) present to prospective students or any other section of the public misleading, false or fraudulent information relating to any programme, employment opportunity, opportunity for further study or opportunities for enrollment at the institution.

(Name of Post Secondary or Tertiary Institution).....  
.....agrees to be bound by and to comply with these Conditions of  
Registration which would take effect from the date of our registration by ACTT.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

Address of Witness: \_\_\_\_\_

Occupation of Witness: \_\_\_\_\_

Date: \_\_\_\_\_