



**THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO  
(the Council)**

**GENERAL  
CONDITIONS OF REGISTRATION  
OF**

**POST SECONDARY AND TERTIARY INSTITUTIONS**

**NAME OF INSTITUTION**

## **General Conditions of Registration of 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.

### **1. General Provisions:**

- a) These Conditions are effective during the Period of Registration.
- b) The Council 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 the Council 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) The Council 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 the Council is found to be false, misleading or incorrect; or,

- iv. for violation of any commitment made in an application for registration.
- v. for failure to maintain all of the standards for registration required by the Council during the period of registration, or
- vi. for assignment of these conditions by the registered institution to any third party.

## 2. 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 the Council's Criteria for Registration shall have the same meanings when used herein.
- b) "substantive changes" are changes made after **Insert Date** the date on which the institution was registered 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 as at **Insert Date** the date on which the institution was registered;
  - 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 title, duration or credit calculation;
  - vii. the establishment of additional sites or campuses from which programmes are to be offered; and,
  - viii. the relocation of site/s or campus/es from the location/s in which the institution was initially registered
- c) "Period of Registration" means, in relation to a particular institution, the date of issuance, more particularly **Insert Date** to the date of expiration, more particular **Insert Date** of a Certificate of Registration issued by the Council to that institution, except under conditions where registration was suspended, revoked or cancelled.

**3. A registered post-secondary or tertiary institution shall:**

- a) at all times comply with all applicable laws, the Act, any regulations, rules or policies made under the Act, as well as these Conditions as 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 the Council;
- c) submit a Registered Institution Annual Report (RIAR) to the Council in a prescribed format within one (1) month after the annual anniversary date on which registration was granted;
- d) display its Certificate of Registration at its main campus;
- e) inform the Council immediately of any issue which impacts on the validity or integrity of its QMS;
- f) incorporate into its QMS any amendments or developments in the Council'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 the Council as part of its role in monitoring the institution's activities and the effectiveness of its QMS;
- h) facilitate visits by the Council to investigate any complaints by stakeholders made against the registered institution;
- i) respond promptly to any request for information, statement of concern, complaint or other communication received from the Council;
- j) use the Council'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 the Council 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; and,
- n) notify the Council of its intention to offer any post secondary or tertiary programmes not approved for the Period of Registration.

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

- a) make any substantive change without the prior approval of the Council;
- 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 the Council's name and Official Logo in its documentation except within the guidelines prescribed by the Council in the Trademark Licence Agreement and in accordance with these Conditions; or,
- 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 Institution** agrees to be bound by and to comply with these Conditions of Registration which would take effect from the date of its registration with the Council.

The Accreditation Council of Trinidad and Tobago **Name of Institution**

By: \_\_\_\_\_

Name: Curtis Floyd

Title: Executive Director, (Ag)

By: \_\_\_\_\_

Name: xxxxxxxxxxxxxxxxxxxxxx

Title: xxxxxxxxxxxxxxxxxxxxxx

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

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

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