

## Information Notes

### REGISTRATION AS A PRIVATE SCHOOL

The registration of private schools is currently carried out online through the LicenceOne. Please ensure the following items are completed before logging on to the online application:

- read through this set of information notes thoroughly
- renovation and furnishing works are to be completed before application through LicenceOne
- application is to be made only by the proposed member of the School Committee of Management

In order for us to process your application promptly, a maximum of 10 teachers and 10 courses would be processed via LicenceOne per application. Our service standard to complete the registration of school is 14 working days after the last correct required document is received. You may submit application to register additional teachers and courses after the school is duly registered.

#### **Part I**

**This Part includes general information on what constitutes a ‘school’, the school registration authority, etc.**

#### **Definition of a ‘school’**

1 A ‘school’ is defined in the statute relating to education and registration of schools as an organisation for the provision of education for 10 or more persons; or a place where 10 or more persons are being or are habitually taught, whether in one or more classes.

2 A facility or an establishment offering instruction deemed to be of a ‘non-academic’ nature, eg. brain/memory training, beauty care, dressmaking, cooking, sports, games, driving, recreation-related, etc, is however not brought under the ambit of this statute. An establishment offering education-related services and not conducting lessons or running classes in its premises/principal place of business is not deemed a ‘school’ and hence is also similarly not brought under the ambit of the statute.

#### **Private Schools Section**

3 Education and training such as tuition and enrichment offered by the private sector come under the jurisdiction of the Private Schools Section (PSS) in the Higher Education Division of the Ministry of Education (MOE), which includes registration and other related matters. Registration of foreign system kindergartens also comes under the purview of PSS. PSS website address is <http://moe.gov.sg/education/private-education/>

4 With effect from 21 Dec 2009, Private Education Institutions (PEIs) that fall under the following categories are required to register with the Council for Private Education (CPE) under the new Private Education Act.

- PEIs offering education leading to the award of a diploma or degree, or full-time post-secondary education leading to the award of a certificate;
- PEIs offering full-time preparatory courses for entrance / placement tests for joining Ministry of Education (MOE) mainstream schools, or for external examinations; and
- Foreign System Schools (FSS) offering full-time primary or secondary education wholly or substantially in accordance with a foreign or international curriculum
- Privately-funded special education schools. Please refer to the CPE website: <http://www.cpe.gov.sg>, for more information.

## **Part II**

**This Part contains information relating to existing policies on private schools and registration of private schools.**

### 5 a Name of School

A school name should denote a place of learning. If abbreviations are used in the name proposed, applicants are to state what the abbreviations stand for. The name proposed ought to reflect the curriculum and type of courses to be offered by the proposed school (eg. language school named as “----- *Language School*”).

Words such as ‘Singapore’, ‘National’, etc. would indicate ownership, links with Government. Hence, private schools should not be so named/styled, eg. “Singapore -----”, “National -----”, etc.

Where the proposed school is/will be registered as a sole-proprietorship/partnership business with the Accounting & Corporate Regulatory Authority (ACRA), both the name of the school and the business have to be **exactly** the same.

MOE reserves the right to refuse registration of any name proposed for a school, which is deemed unsuitable or misleading. For clarification on proposed school name, you may wish to consult PSS prior to registration with ACRA. You may email your queries to [moe\\_pss@moe.gov.sg](mailto:moe_pss@moe.gov.sg)

### b Curriculum

There are certain restrictions in the type of curriculum that a private school may adopt. For instance, private schools are not permitted to operate/function as full-fledged ‘alternative’ primary/secondary schools.

University education requires extensive resources beyond the ability of private schools to provide. Private schools are thus not universities and are not to function as institutions of higher education operating as an university. Hence the word “University” is not to be used by private schools in the proposed school name.

### c Ownership

To indicate clearly the type of ownership, name and particulars of owner(s), e.g. Sole-proprietorship/partnership business, limited liabilities partnership (LLP), company, society, registration no. assigned by Accounting & Corporate Regulatory Authority (ACRA)/Registry of Societies (ROS), etc.

d Committee of Management

Every private school has to be administered by a Committee of Management comprising a minimum of one and a maximum of 9 members. The Committee is responsible for ensuring that the provisions of the Education Act (Cap 87), the regulations made thereunder and the terms of its school constitution are complied with.

Members of a Committee of Management should ***not*** be teachers or staff to be employed by the proposed school unless they are also 'owners' of the school. This is to prevent 'employer-employee' conflict of interest situations.

The Committee of Management of a school will have one of their members as the Supervisor of the school. If a school has only one member in its Committee of Management, the duties to be discharged by the Committee will be discharged by that member as the Supervisor.

A private school seeking registration has to submit a constitution for approval [please refer to the 'sample' constitutions for the different business entities (as registered with ACRA) [here](#)].

e Courses & Teachers

Procedures to follow on courses/programmes to be offered can be found in the 'REGISTRATION OF COURSES – Procedures for submission of applications'.

The teacher's application for permission to teach (at least two teachers required for each private school) in a private school must meet the minimum educational qualification and relevant working/teaching experience required by the school. In the REGISTRATION AS A TEACHER form, the supervisor has to state clearly the modules/courses/subjects and the levels that the teacher is proposed to teach.

f Premises & Facilities

Applicants are advised to exercise care when selecting and deciding on the premises to house the proposed private school *before* entering into any firm commitment to purchase/lease/rent it. Things to look out for include prospects of the premises being granted the Written Permission for 'Change of Use' by the planning authorities (URA); that any alteration/renovation works planned are likely to be approved/cleared by the relevant authorities (HDB or FSSD/BCA).

Private schools ought to have premises of an acceptable and reasonable size, and in addition to having classroom(s), should have space for an office/administration area/reception-cum-waiting area for students/clients, etc.

Written Permission for 'Change-of-Use'

Applicants are to apply for the Written Permission for 'Change-of-Use' of the premises to 'school' use at the:

Urban Redevelopment Authority  
Development Control Division  
45 Maxwell Road, The URA Centre  
Singapore 069118

Fire Safety & Shelter Department (FSSD)

With regard to alteration/renovation works to the proposed premises, applicants are to:

- i Submit building floor plans for alteration/renovation works to the FSSD (commercial buildings/complexes/HDB buildings)

Fire Safety & Shelter Department 91 Ubi Avenue 4 Civil Defence Complex Singapore 408827
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With effect from 1 October 2005, all renovation works done in a HDB premise have to seek fire safety clearance from the Fire Safety & Shelter Department (FSSD) directly.

- ii Submit to MOE via despatch or postal mail, official documented clearance obtained from FSSD (i.e. A1-sized approved floor plan, and its corresponding Fire Safety Certificate & Notice of Approval) for the alteration/ renovation works carried out in a school setting.

### **Part III**

**This Part concerns the submission of the application for registration as a school.**

6 The following flowchart shows the procedures for registration of private schools.

#### **READ INFORMATION NOTES THOROUGHLY**



#### **PREPARE FOR APPLICATION**

Get ready all application forms for Committee of Management, Course Registration, Registration as a Teacher, clearances from relevant authorities and documents



#### **ACCESS LICENCEONE**



#### **SUBMISSION OF DOCUMENTS**

**(via despatch or postal mail to Private Schools Section (PSS) at No.1 North Buona Vista Drive Singapore 138675)**

Applicants need not submit any documents online. After the submission of the online application through LicenceOne , you are required to submit the following documents via despatch or postal mail:

- A1-sized Approved floor plan by the Fire Safety and Shelter Department (FSSD)
- Fire Safety Certificate
- Grant of Written Permission from URA / HDB
- Latest ACRA BIZFILE printout
- Committee of Management Forms, i.e. Form CM
- Appointment Note (for sole-proprietorship/partnership/LLP) or Directors' Resolution (for private limited company) to appoint the members of the Committee of Management
- Course Registration (Summary of Course Particulars) Forms, i.e. Form RC.
- Course Write-up (if it is not a tuition course or following MOE-syllabus)
- Teacher Registration Forms, i.e. Form RT.
- School Constitution
- Memorandum & Articles of Association of Private Limited Company (for company only)



#### **SITE INSPECTION**



#### **APPROVAL IN LICENCEONE**



## MOE GRANTS FULL REGISTRATION

[Upon fulfilment of **all** requirements (FSSD / URA / HDB / BCA) and pending payment to LicenceOne ]

School Registration Certificate, Classroom Accommodation Certificate(s) and all other necessary documents will be issued.

7 Once all submitted documents are found to be in order, the MOE officer will arrange for an inspection of the premises of the private school.

8 A complete application with all the necessary documents will be processed by 14 working days from the date of receipt of correct and completed documents that are deemed acceptable by the MOE officer. Incomplete or incorrect submissions will result in delay of processing time.

9 Upon approval of registration and the successful completion of all necessary administrative procedures (including payment of registration fees to LicenceOne), the school registration certificate will be issued by PSS. Renewal of this certificate is not required as there is no expiry date. However, new application through LicenceOne is needed if a branch or new centre is to be established.

10 Payment of registration fee should be made within the grace period of 90 days upon licence approval to LicenceOne. After 90 days, if no payment had been received, your application would be deemed withdrawn voluntarily by you. You will then need to re-apply for school registration again.

### **Part IV**

**This part contains some frequently asked questions (FAQs) together with our responses.**

Q1 What is a committee of management?

The committee is responsible for running the school, and in ensuring that the provisions in the Education Act, Schools Regulations, school constitution, etc, are complied with.

Q2 What are the pre-requisites of private school operators/managers?

Private school operators/managers (members of the committee of management) are expected to be persons of good character and possessing knowledge in educational matters, management skill, experience, interest in managing a school, etc.

Q3 What are the pre-requisites of private school teachers?

This depends on the course(s) / subject(s) and level(s) the teachers are proposed to teach. In general, applicants should have educational qualifications **beyond** the levels they are proposed to teach. Their qualifications and knowledge should be **related** to the subject areas to be taught. Teachers must be able to provide documentary evidence of their qualifications, work experience, etc, to support their applications. If the documents are in a language other than English, teachers are

required to have them translated into English by a notary public or a registered translator.

Q4 What would be deemed suitable locations for setting up private schools?

Private schools ought to be located in environments conducive for teaching and learning. An example would be premises away from busy and noisy establishments, e.g. shops selling audio/video products, karaoke lounges, hairdressing salons, etc. The Urban Redevelopment Authority (URA) is the authority for matters related to this, e.g. application for 'Change-of-Use' of a shop unit for use as a private school. The URA would normally turn down applications for 'Change-of-Use' in respect of residential and industrial buildings/premises.

Q5 What are the pre-requisites of premises for private schools?

In general, the school premises should have a classroom and space for a reception and/or a waiting area and/or an office. The guideline for classroom accommodation is 1.5 m<sup>2</sup> per student and 2 m<sup>2</sup> per student for music, computer schools, etc. (lessons requiring use of equipment).

Q6 What type of furniture would be suitable for private schools?

Appropriate furnishing for a school would depend on the type of courses to be conducted and whether the students are children or adults. Furniture has to be proper writing tables and chairs for ordinary classrooms, custom-built computer desks (where the wiring could be neatly tucked away for safety reasons) for computer rooms, etc.

Q7 How long does it take an application for registration as a school to be approved?

A complete application with all the necessary documents will be processed by 14 working days from the date of receipt of correct and completed documents that are deemed acceptable by the MOE officer. Incomplete or incorrect submissions will result in delay of processing time.

Q8 When will the Certificate of Registration as a School be issued?

The Certificate of Registration will be issued when the application has been approved and copies of documents pertaining to compliance of fire-safety requirements of the school premises have been forwarded.

Q9 Where can I view the latest copy of the Education Act?

The Education Act, Cap. 87 (1985 Edition) is available for public reference at <http://statutes.agc.gov.sg/aol/search/display/view.w3p;page=0;query=DocId%3A%22acab79b8-6671-4ed8-a984-4eb09060e314%22%20Status%3Ainforce%20Depth%3A0;rec=0#legis>

Q10 Who can I contact for technical assistance in LicenceOne?

For technical assistance in LicenceOne, you may email to [licences-helpdesk@crimsonlogic.com](mailto:licences-helpdesk@crimsonlogic.com). Alternatively, you can call 6774 1430 from 8am-8pm on Mondays to Fridays and 8am-2pm on Saturdays.

Q11 Does MOE prescribe minimum course duration and weekly curriculum (teaching) hours?

These are matters decided by the school. Course duration and weekly teaching hours have to be realistically set to ensure adequacy of time for effective delivery.

Q12 What does a school have to do if it decides to discontinue a registered course?

The school should notify the Private Schools Section of MOE on its decision so that records could be updated accordingly, to enable enquiries on the matter to be more efficiently managed.

Q13 Is it necessary for a school to seek registration of a 'new' course that will replace an existing registered course?

Yes, the school has to seek registration of the 'new' course indicating clearly the 'existing' course that it will replace/substitute. There should not be too frequent changes to a course and at short intervals as time is needed to determine the effectiveness or otherwise, and the eventual benefits that students will derive.

Q14 Does a school need to notify the Private Schools Section of changes it intends to make to an existing course?

The school should notify the Private Schools Section of the proposed changes. Where the changes/amendments proposed are significant, e.g. revision of curriculum, subject contents, course duration, etc, it will be deemed that the school intends to conduct a 'new' course. In this instance, the school has to seek fresh approval for the course.

Q15 What does a school have to do to elicit a quick response to its application to register a course?

A **complete** and **properly** prepared application containing full disclosure of all aspects of the course proposed requires a shorter processing time, culminating in a quicker response.

Q16 What are the responsibilities of the school in its circulation of course documents (enrolment/registration forms) and publicity literature?

It is the responsibility of the school in ensuring **full** and **accurate** disclosures of all aspects of the course in documents and publicity literature pertaining to the course. The school also bears the responsibility in ensuring that these are **fully** adhered to in the delivery of the course. Private schools advised to complete their school registration prior to publicity.



Q17 Where can I find out the registration criteria for a foreign system kindergarten?

You may send an email to [moe\\_pss@moe.gov.sg](mailto:moe_pss@moe.gov.sg) to get detailed registration information on a foreign system kindergarten.

Q18 Where can I find the application forms and required documents for the registration of private schools with MOE?

The application forms for courses (Form RC), teacher (Form RT), School Management Committee (Form CM) are shown below. In addition, we have provided sample School Constitution and Appointment Notes (for sole-proprietorship, partnership, limited liability partnership, limited partnership) or Directors' Resolution (for company only) on our website <https://www.moe.gov.sg/education/private-education/registering-as-a-school>

## REGISTRATION OF COURSES

This form may take you about 15 minutes to fill in.  
You will need the following information to fill in the form:

- Course details
- Teachers' particulars

### Procedures for submission of applications

#### *To make an application to register a course*

For new schools registering their courses for the first time, a duly completed **SUMMARY OF COURSE PARTICULARS [FORM RC]** together with a write-up on course details if the proposed course is not a tuition course or following MOE-syllabus) are to be submitted to MOE via despatch or postal mail. The format of course write-up is shown below.

#### Format for write-up

##### I Course details

1. Title [to be short/simple]
2. Origin of the course/Examination (Test) prepared for [e.g. professional body (ACCA), examination authority (LCCI, NCC, TOEFL, SAT), school-based, etc]
3. Aims & Objectives/Expected Outcomes [including value or 'worth' or equivalence of certification, especially where the course originates from the school itself]
4. Target Students/Admission Requirements [e.g. persons with little or no knowledge of the subject, non-speakers of the language; by academic qualifications, age, etc]
5. Course Syllabus/Content [state details including topics, areas to be taught, etc]
6. Total Course Duration/Weekly Instruction Hours (time-table) [e.g. 1 year, 6 months]
7. Fees [state monthly tuition/instruction fees, registration fee; minimum and maximum size of each class or group]

##### II Teacher Particulars

List the names, qualifications of teachers and subject(s) they will teach and/or criteria adopted by school in the selection and appointment of prospective teachers. Schools are reminded that they have to submit REGISTRATION AS A TEACHER form for each teacher in the course.

##### III Facilities & Equipment

Indicate facilities and equipment to be provided [e.g. no. of computers, printers; language or science laboratories, audio visual aids, etc]

**Note 1.** *Where the course is externally validated/moderated:* State the scope/conditions of validation/moderation, e.g. suitability of course content, duration, teachers; audit of tests/examinations; conditions governing issue of certification; etc, and forward all relevant validation/moderation documents.

2. Private schools are advised to complete their school registration prior to publicity.

The sample Summary of Course Particulars Form (Form RC) is shown in the next page.

**SUMMARY OF COURSE PARTICULARS**

<b>Course/Subject Title</b>	<b>Level</b>	<b>Duration</b> <i>(e.g. 1 year or 1 month)</i>	<b>Teaching Days Per Week</b> <i>(e.g. 1 day)</i>	<b>Hours Per Day</b>	<b>Monthly/Course Fee</b>	<b>Regn Fee</b>	<b>Name of Teacher</b> <i>(this information should correspond with Form RT Section 5)</i>

<i>Name &amp; Address of School:</i>	<i>Date:</i>
<i>Name of Supervisor:</i>	<i>Signature:</i>

# REGISTRATION AS A TEACHER

This form may take you about 10 minutes to fill in.  
You will need the following information to fill in the form:

- NRIC number/Passport number
- Academic qualifications. The documents are to be translated into English by a notary public or a registered translator if they are in a language other than English.
- Previous employment details

Director-General of Education  
Ministry of Education  
Singapore

I hereby forward an application for the following person to teach in the school as indicated in **Section 1** below:-

## Section 1: School Particulars

1 Name of School	2 School Email Address	
3 Address of School  Singapore Postal Code (                      )	4 Tel No.	5 Fax No.

## Section 2: Teacher's Particulars

6 Name (Dr/ Mr/ Miss/ Mdm/ Mrs)		7 NRIC/ Passport No.	8 Country of Issue
9 Residential Address  Singapore Postal Code (                      )		10 Tel No.	11 Handphone/ Pager No.
12 Date of Birth	13 Place of Birth	14 Sex	15 Citizenship
16 Current Occupation & Place of Employment			17 S'pore PR?    [ ] Yes *                      [ ] No

## Section 3: Education Particulars in Chronological Order \*\*

18 Year of Attainment	19 Qualification Attained	20 Name of School/ College/ University Attended	21 Country

**Section 4: Previous and Present Employment in Chronological Order \*\***

22 Period of Employment		23 Name and Address of Employer	24 Position Held
From	To		

\* (Mark 'X' where appropriate)

\*\* (Please attach additional sheets if spaces provided are insufficient)

**Section 5: Courses/ Subjects to be Taught \*\***

	25 Course/ Subject	26 Level(s)		25 Course/ Subject	26 Level(s)
1			4		
2			5		
3			6		

27 I attach copies of these documents: \*

- NRIC (Singapore Citizen/PR) or Passport (Foreigner)
- Educational Certificates (Secondary Level and Above)
- Previous MOE Approval(s) to Teach
- Reference Letters from Past Employers
- Others (to specify) .....

**Section 6: Declaration by Teacher**

28 I declare that:-

1. I am a person of good character and have never been convicted of an offence punishable with imprisonment
2. I have never previously been refused registration as a teacher or having been so registered had my registration cancelled

The contents of this application are true to the best of my knowledge, information and belief

Signature of Teacher \_\_\_\_\_

Date \_\_\_\_\_

**Section 7: Signature of Supervisor**

29 I confirm that:-

1. The above information has been verified and all documents forwarded herein are certified true copies
2. The applicant has been certified medically fit by a registered doctor.

Signature of Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

\* (Mark 'X' where appropriate)

\*\* (Please attach additional sheets if spaces provided are insufficient)

***The duly completed forms together with the relevant documents are to be submitted to the MOE via despatch or postal mail***



## ‘Check List for Submission to MOE’

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

From: \_\_\_\_\_

\_\_\_\_\_  
Singapore (        )

To: MOE Officer  
Private Schools Section

The following duly completed forms and documents are submitted to MOE via despatch or postal mail, for consideration of my application to register a school to be known as: \_\_\_\_\_

- Set of approved building floor plans (in A1 size)
- Fire Safety Certificate
- Grant of Written Permission from URA / HDB
- Latest ACRA BIZFILE printout
- Appointment Note/ Directors’ Resolution (see samples on MOE’s website)
- Registration As Member of Committee of Management (Form CM)  \_\_\_ set(s) of forms
- Registration of Courses (Form RC)
- Course Details Write-up (*not necessary for tuition courses/ courses following MOE syllabus*)
- Registration As a Teacher (Form RT)  \_\_\_ set(s) of forms
- School Constitution (see samples on MOE’s website)
- Memorandum & Articles of Association of Company  (for companies only)

Note: Check boxes with a √ (tick)



**Sample School Constitution:**

<b>Sole-proprietorship</b>	<a href="#"><u>Constitution Sole Proprietorship.doc</u></a>
<b>Partnership</b>	<a href="#"><u>Constitution Partnership.doc</u></a>
<b>Limited Liability Partnership</b>	<a href="#"><u>Constitution LLP.doc</u></a>
<b>Limited Partnership</b>	<a href="#"><u>Constitution LP.doc</u></a>
<b>Private Limited Company/ Limited Company</b>	<a href="#"><u>Constitution Private Limited Company.doc</u></a>
<b>Private Limited Company owning a Sole Proprietorship Business (i.e. school)</b>	<a href="#"><u>Constitution Private Limited Company Owning a Sole Proprietorship.doc</u></a>