



ACCREDITATION SCHEME

FOR

AFFILIATE MEMBER

INFORMATION & APPLICATION KIT

Table of Contents

Introduction	3
Why introduce an Affiliate Program?	3
What can education stakeholder expect from an affiliate verified by verifications.org?	3
Affiliate Application Stages	4
Affiliate Assessment Stages	5
Fee Structure	6
Other Charges	6
Application Terms and Conditions	7
Application	7
Accreditation Details	7
Audit/Investigation	7
Termination	7
Application Form	9

Introduction

Why introduce an Affiliate Program?

Higher education industry has grown rapidly in the last decade to become a sizable industry within developed and developing economies. Collaborations between higher education institutions are more frequent, and there is a growing need to cater to the increasing transparency demanded by all stakeholders to navigate complexity and strengthen trust in higher education.

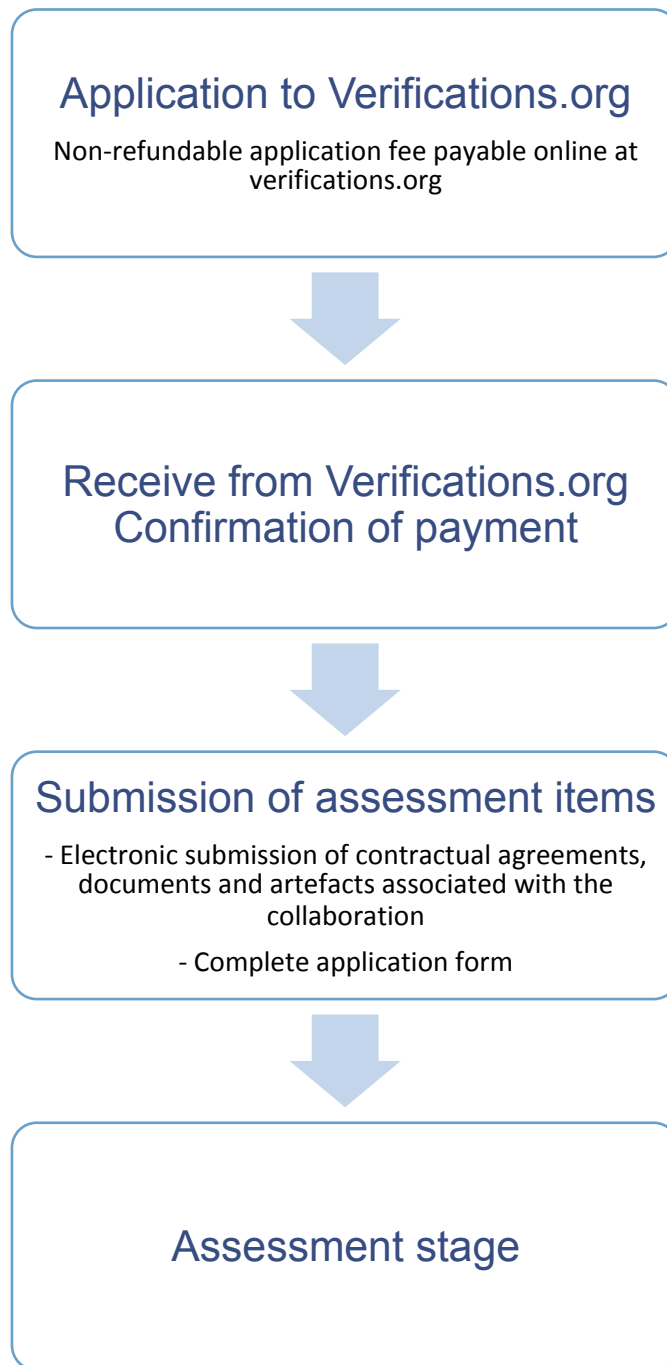
The affiliate program serves to verify the authenticity and give assurance that the collaboration between higher education institutions is genuine. To safeguard their interest, education stakeholders should only trust third-party verification organizations to verify the authenticity of the collaboration claimed by different higher education institutions.

What can education stakeholder expect from an affiliate verified by verifications.org?

A higher education institution who achieves the affiliate status with verifications.org will have its academic programs certified as authentic collaboration with another higher education institution. A well-defined academic program and collaboration practices and systems form the foundation for good industry practices and standards.

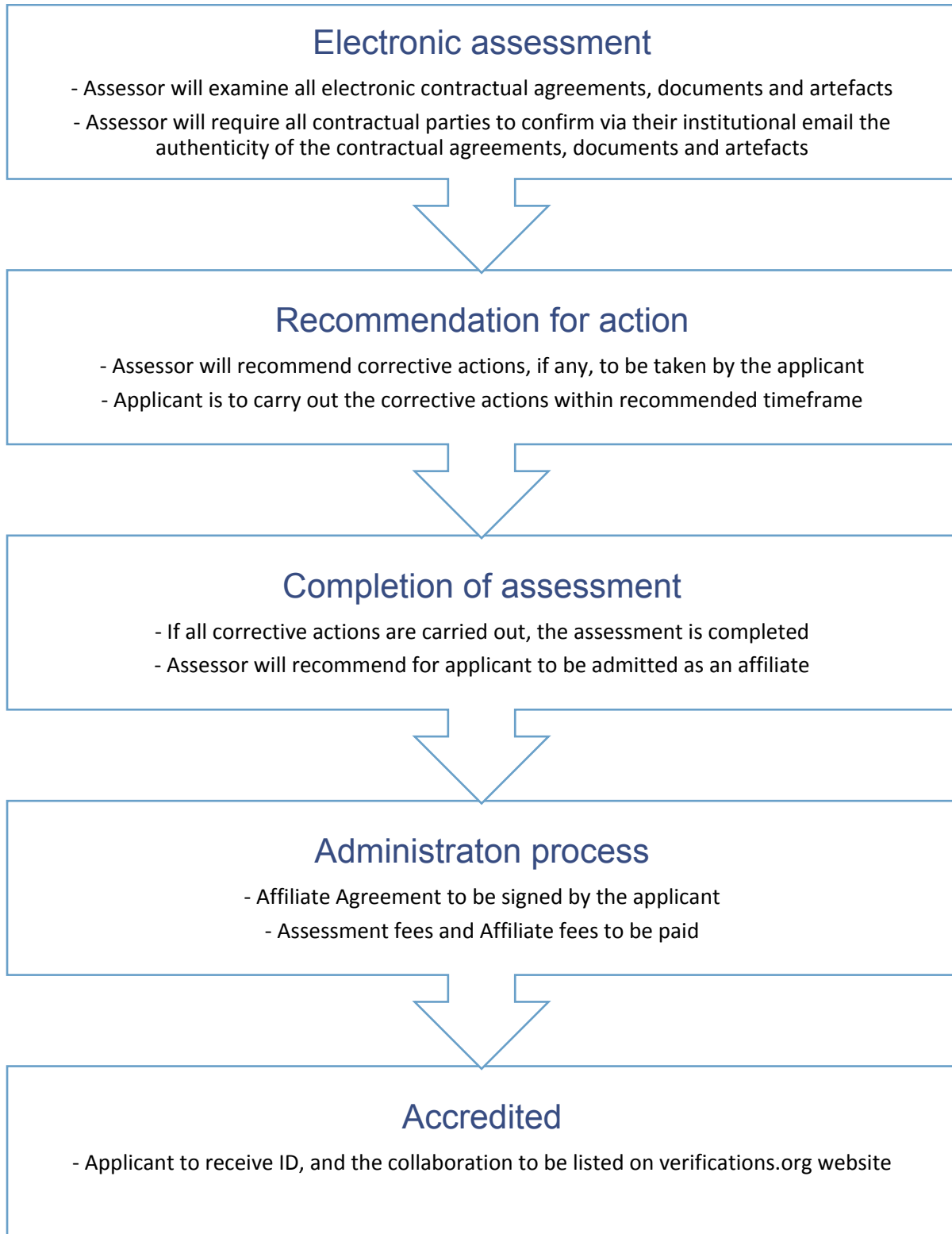
Verifications.org verifies every collaboration document, artefact, contractual agreement between the higher education institutions, as well as authenticates the authenticity of the correspondence and signatories. Signatories are documented against the higher education institution's official weblink and records, and individually and independently verified by verifications.org to ensure the highest level of assurance to education stakeholders.

Affiliate Application Stage



Note: The application will be considered as lapsed if the complete set of required assessment items is not submitted within 30 days from the date of payment of the non-refundable application fee.

Affiliate Assessment Stage



Fee Structure

	Fee	Comments
Application as an Affiliate	£99.00	Application fee is not required for subsequent verifications by the same higher education institution.
Assessment fee (per collaboration HEI)	£19.00	Only the main campus is assessed.
Annual Renewal	£99.00	Overseas or satellite campus under the management of the higher education institution will be treated as a separate entity, and would have to re-apply for verifications.org affiliate accreditation.

Other Charges

	Fee
Certificate printing	£35.00
Additional certificate printing	£25.00
Verifications.org decal	£10.00

Application Terms and Conditions

Application

1. The Applicant is bound by the Terms and Conditions herein and such variations, which may be from time to time, be made by the verifications.org board members or its secretariat, and upon submission of their application to the secretariat.
2. The Applicant must declare if it was listed with verifications.org under a different name before. All entities, even for higher education institutions whose name has changed, will have to reapply for reinstatement of their current association with the secretariat.
3. Higher education institutions with different legal numbers are considered separate entities, even if they are under the same higher education umbrella or corporation. A separate application will be required.
4. The application fee will not be refunded if the Applicant fails to complete the application or fails to qualify for assessment for any reason whatsoever.
5. If the Applicant fails the prescribed assessment conducted, the Applicant may be given a further opportunity to apply for re-assessment subject to a maximum of 2 re-assessments per applicant. Assessment fees must be paid by the Applicant for any re-assessment.
6. Applicants whose submission is insufficient as determined by the assessor or the secretariat will have to carry out the corrective actions within 30 days from the date of notification. Failing which, the Applicant is deemed to have failed the verifications or assessment.

Accreditation Details

7. Accreditation as an Affiliate will be for a period of 1 year, renewable subject to the assessment, investigation results, feedback from other education stakeholders i.e. complaints if any, and other relevant factors. The secretariat reserves the right to revoke or not renew the accreditation should the higher education institutions fail to adhere to the standards set by verifications.org.
8. Higher education institutions that made changes to its ownership/legal entity/in-corporation status after obtaining accreditation may be subjected to re-assessment. This re-assessment shall be independent of other assessments that the higher education institution is scheduled to undergo.

Audit/Investigation

9. The higher education institution has been made aware of the secretariat's empowerment to deal with breach/infringement. Higher education institutions that commit a breach/infringement shall be suspended, expelled or blacklisted, either singly or jointly, depending on the severity of the breach/infringement, or by any other appropriate means.
10. Higher education institutions are required to undergo an interim assessment before the suspension order can be lifted.

Termination

11. Upon termination and/or expiry of the affiliation, all verifications.org related materials including the verifications.org decal must be returned to our office within 30 days, and such materials and such decals should not be used in any manner whatsoever by the higher education institution before its return.
12. The secretariat reserves the right to revoke accreditation should the higher education institution fail to adhere to the Affiliate Agreement or breach the Terms and Conditions herein, or for whatsoever reasons, as the secretariat deems fit.

Application Form

Accreditation scheme for Affiliate

Instructions

- Please type or write clearly using black or blue ink.
- Where not applicable, please fill in the blanks as NA.
- Please note that blank answers may result in processing delay.
- Attach separate sheets if space provided is insufficient.
- ^ Delete where appropriate

Particulars of your institution

Name of Higher Education Institution:

Address (mailing):

Address (Campus operating address):

Is this the first time applying for verifications.org accreditation?

FIRST / SUBSEQUENT

Tel:

Fax:

Official Website:

Email:

Contact Person

Name: ^Dr/Mr/Mrs/Mdm/Ms

Designation:

Tel:

Tel (alternative):

Email:

Fax:

Collaboration with other Higher Education Institutions to be verified

Declaration

I / We declare that:

- All the information given is accurate and truthful.
- I have read and understood the Information & Application Kit and agree to the Terms and Conditions.
- My higher education institution has not been verified or accredited by verifications.org under a different name before.

Applicant Representative Signature:

Institution Stamp:

Name:

Designation:

Date:

Endorsement by Members

Accreditation scheme for Affiliates (Test Centre only)

Instructions

- Please fill in this form if the affiliation is for verified Test Centre only.
- Please send this to full members or associate members for endorsement and return via electronic mail to secretariat@verifications.org
- Where not applicable, please fill in the blanks as NA.
- Please note that blank answers may result in processing delay.
- ^ Delete where appropriate

Particulars of member providing endorsement

Name of member Higher Education Institution:

Verification Membership

ASSOCIATE / FULL

Membership ID:

Tel:

Email:

Particulars of test centre applicant seeking endorsement

Name of applicant Higher Education Institution:

Name: ^Dr/Mr/Mrs/Mdm/Ms

Designation:

Tel:

Email:

Declaration

I / We, membership ID _____, supports/do not support the application of the above proposed institution to be an affiliate test centre. I/We declare that:

- All the information given is accurate and truthful.
- The applicant higher education institution has not been verified or accredited by verifications.org under a different name before.

Endorser Signature:

Institution Stamp:

Name:

Designation:

Date: