

# APPLICATION FOR AN ELT SCHOOL LICENCE RENEWAL

ELT School Licence No.  
(Administrative use only)

## SECTION A: GENERAL INFORMATION

WRITE IN BLOCK LETTERS

A1	Date of Submission Please update the date as applicable	
A2	Name and Surname of the contact person	
A3	Contact person position within the ELT School	
A4	Email address of the contact person	
A5	Telephone and/or Mobile of the contact person	

## SECTION B: OWNER/S

WRITE IN BLOCK LETTERS

B1	Owner/s's Name and Surname	
B2	Please include a copy of either the ID Card or Passport Tick this box if copy (front and back) of the ID Card is attached with this application form	<input type="checkbox"/>

## SECTION C: GENERAL DETAILS

WRITE IN BLOCK LETTERS

<b>C1</b>	<p><b>Full Name of the ELT School</b> The name indicated here shall be the name used in all media, advertising, published material or promotional material</p>	
<b>C2</b>	<p><b>Main Office Address</b> The office address provided is to be based in Malta.</p>	
<b>C3</b>	<p><b>Licensed Annexe</b> Annexe Licence, name and address.</p>	
<b>C4</b>	<p><b>Kindly provide a copy of the Memorandum of Understanding and/or contract that the main ELT School holds with the hosting venue.</b> This is to be provided for every venue listed UNLESS PROPERTY IS OWNED BY THE PROVIDER.</p>	

## SECTION D: BODY CORPORATE

*This is not a prerequisite for those applying under the category 'Further Education Centre' and 'Tuition Centre'.*  
WRITE IN BLOCK LETTERS

<b>D1</b>	<p><b>Registration Number of the Body Corporate</b></p>		
<b>D2</b>	<p><b>Registered/Official Address</b></p>		
<b>D3</b>	<p><b>Type of Body Corporate</b> (Tick the applicable box)</p>	<p><b>Limited Liability Company</b></p> <input type="checkbox"/>	<p><b>Partnership en Company</b></p> <input type="checkbox"/>
		<input type="checkbox"/> Other (kindly specify)	
<b>D4</b>	<p><b>Confirm whether the memorandum and articles of association has been changed or updated. If it has been changed or updated, provide a digital copy.</b></p>	<input type="checkbox"/> Tick this box if a copy is provided	

## SECTION E: LEGAL REPRESENTATION

WRITE IN BLOCK LETTERS

<b>E1</b>	<b>Name &amp; Surname of Legal Representative</b>		
	The person appointed shall be based in Malta and authorised to enter into legally binding agreements on behalf of the institution. The Head may also be appointed as the legal representative of the Education Institution if s/he is based in Malta.		
<b>E2</b>	<b>Please include a copy of either the ID Card or Passport</b>	Tick this box if copy (front and back) of the ID Card is attached with this application form.	<input type="checkbox"/>
<b>E3</b>	<b>Office address of the Legal Representative</b>		
<b>E4</b>	<b>Email address of the Legal Representative</b>		

## SECTION F: HEAD OF SCHOOL

WRITE IN BLOCK LETTERS

<b>F1</b>	<b>Name &amp; Surname of the Head of the Institution</b>		
<b>F2</b>	<b>ID Card/Passport</b> A copy of the ID Card (back and front) or passport is to be attached with this application form.		<input type="checkbox"/>
<b>F3</b>	<b>Email Address</b>		
<b>F4</b>	<b>Contact Number</b>		
<b>F5</b>	<b>Current Head's Curriculum Vitae (CV)</b> The CV must include information regarding the prospective Head of Institution's qualification/s, training and work experience/employment history	<input type="checkbox"/>	Attach an updated CV of the Head of School.

## SECTION G: DIRECTOR OF STUDIES

WRITE IN BLOCK LETTERS

<b>G1</b>	<b>Name &amp; Surname of the Director of Studies</b>		
<b>G2</b>	<b>ID Card/Passport</b> A copy of the ID Card (back and front) or passport is to be attached with this application form.		<input type="checkbox"/>
<b>G3</b>	<b>Email Address</b>		
<b>G4</b>	<b>Contact Number</b>		
<b>G5</b>	<b>Current Director of Studies' Curriculum Vitae (CV)</b> The CV must include information regarding the prospective Head of Institution's qualification/s, training and work experience/employment history	<input type="checkbox"/>	Attach an updated CV of the Director of Studies.

## SECTION H: NON-ACADEMIC HEAD

WRITE IN BLOCK LETTERS

H1	Name & Surname of the Non-Academic Head	
H2	ID Card/Passport A copy of the ID Card (back and front) or passport is to be attached with this application form.	<input type="checkbox"/>
H3	Email Address	
H4	Contact Number	
H5	Current Non-Academic Head's Curriculum Vitae (CV) The CV must include information regarding the prospective Head of Institution's qualification/s, training and work experience/employment history	<input type="checkbox"/> Attach an updated CV of the Non-Academic Head.

## SECTION I: LIST OF COURSES OFFERED

WRITE IN BLOCK LETTERS

Course Type	No of Lessons Per Week	Frequency Per Annum	Duration Per Course	Day/ Evening Per Course	Maximum Classroom Capacity

## SECTION J: LIST OF ACCREDITATION EXAM BODIES YOU ARE AFFILIATED WITH

WRITE IN BLOCK LETTERS

J1	<p>If affiliated with any international organization, accredited by a recognised local or international accrediting body, or certified as an examination centre for ELT-related exams, provide a list of the organizations with which you are affiliated.</p>	
----	---	--

## SECTION K: EMPLOYMENT LICENCE

		Yes	No
K1	All employees have a contract		
K2	All TCN's have a work permit		
K3	All teachers have a valid ELT Permit		

## SECTION L: SCHOOL PREMISES

WRITE IN BLOCK LETTERS WHERE APPLICABLE

L1	<p>A health and safety declaration by a competent Occupational Health and Safety Officer, dating not more than 2 months from the date of submission, declaring that the school premises and its facilities are free from hazards to safety in line with the provisions set out in <b>CHAPTER 424 OCCUPATIONAL HEALTH AND SAFETY AUTHORITY ACT</b> (applicable for main school only).</p>	<p>Tick box to confirm that the declaration is attached with the document.</p> <div style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> </div>	<p>1. The declaration submitted is to include the postal address of the school premises and the signature of the health and safety officer.</p>
L2	Classrooms		
	Room Identification	Maximum number of Student Placed	Area (m2)

L3	Give the maximum number of students that the School can accommodate at any one time of the day.		
L4	Your premises include the following space/facilities:		
	<b>Space/Facilities</b>	<b>Yes</b>	<b>No</b>
	Offices		
	Garden		
	Cafeteria		
	Library		
	Hall		
	Teachers' Room		
	Reception Area		
	Audiovisual Room		
	List other space/facilities below:		

## SECTION M: ONLINE/BLENDED PROVISION

		Yes	No
<b>M1</b>	<b>Do you also offer online/blended learning besides face-to-face?</b>		
	<b>If yes, indicate the platform in use.</b> Include all the URL (internet address/es and/or web address/es) and social any social media channel/s that will be utilised by ELT institution applying for this licence.		
<b>M2</b>	<b>Learning Management System/Virtual Learning Environment</b>		
	<b>The school confirms that LMS/VLE and any other digital tools used for teaching and learning adhere to the criteria established by the ELT Council.</b>		
<b>M3</b>	<b>Human Resources</b>		
	<b>All persons involved in the e-learning are adequately qualified, and provide adequate support to learners.</b>		
<b>M4</b>	<b>Technical Infrastructure</b>		
	<b>All technical infrastructure for e-learning guarantees data security and availability.</b>		
<b>M5</b>	<b>Privacy &amp; Security</b>		
	<b>The school guarantees the privacy and security of all student data held within its premises.</b>		
<b>M6</b>	<b>Contact Hours</b>		
	<b>The school has adequate procedures in place to ensure that all students receive direct instructions from tutors.</b>		
<b>M7</b>	<b>Assessment</b>		
	<b>Assessment activities support learning as well as verify learning achievement of learning objectives in a secure manner.</b>		
<b>M8</b>	<b>Verification of Identity</b>		
	<b>The school verifies the identity of all students in its courses, as well as ensures that certificates are issued to individuals who have completed the work and achieved the required grades.</b>		

## SECTION N: LICENCE CATEGORIES AND FEES

Fees are to be settled upon receiving the invoice from the ELT Council, a process that takes place after the application has been thoroughly reviewed and accepted.

Applicable for ELT Schools ONLY	
<b>CATEGORY A SCHOOLS PAY €100</b> (not more than 2,400 student weeks in the preceding year)	
<b>CATEGORY B SCHOOLS PAY €200</b> (between 2,400 and 7,200 student weeks in the preceding year)	
<b>CATEGORY C SCHOOLS PAY €300</b> (between 7,200 and 12,000 student weeks in the preceding year)	
<b>CATEGORY D SCHOOLS PAY €400</b> (more than 12,000 student weeks in the preceding year)	

## SECTION O: DECLARATION

We acknowledge that:

- i. We understand that the personal data provided on this form will be processed in accordance with the principles of General Data Protection Regulation (EU 2016/679) and the Data Protection Act (CAP440). Personal data will not be shared with third parties without your consent unless authorised by law, or processed for reasons incompatible from those for which it was originally collected. You have the right to access the information being kept about you at any time. For more information, please refer to our Data Protection and Retention Policies found on our website: [eltcouncil.gov.mt](http://eltcouncil.gov.mt)
- ii. We assume the responsibility to inform the ELT Council of any changes to our circumstances (e.g., address, contact details) while our application is being considered.
- iii. We confirm that the information supplied in this form is complete, correct and up to date. Any information which is incorrect or misleading may lead to the rejection of the application, the eventual withdrawal of the licence if it has been already issued and legal action.

<b>O1</b>	<b>Signature of Owner/s</b>	
<b>O2</b>	<b>Signature of Head of School</b>	
<b>O3</b>	<b>Signature of the Legal Representative</b>	
<b>O4</b>	<b>Date of Application</b>	

A signed copy of the application form, together with the required documentation, needs to be sent to [info.eltcouncil@gov.mt](mailto:info.eltcouncil@gov.mt) at least one month prior to the license's expiration date.

© ELT Council 2023

**ELT Council**  
Bice Mizzi Vassallo Complex, Triq Alamein,  
Pembroke, PBK 1773

**Tel:** (+356) 2598 1240/1/2/3/4  
**Email:** [info.eltcouncil@gov.mt](mailto:info.eltcouncil@gov.mt)  
**Website:** [eltcouncil.gov.mt](http://eltcouncil.gov.mt)

