

MFHEA COMMUNICATION

MFHEA/10/2024

Title: Notice of Administration Fees for Licenced Providers
From: Head of Accreditation, Quality Assurance and Validation
Date: 30.07.2024

Dear Esteemed Providers,

We would like to inform you that new administrative fees for certain transactions and changes related to **Licenced Providers** will be effective from **October 1st, 2024**. These adjustments are necessary to ensure smooth operations and compliance with regulatory standards.

Please take note of the following changes:

1. Change in Head of Institute:

The provider is to inform the Accreditation Unit if a change in Head of Institution occurs.

The following documentation is to be provided:

- copy of ID Card/ Passport of the new Head of Institution,
- an updated CV,
- true copies of the qualifications certified, by a notary or lawyer. If qualification/s are foreign, a recognition statement from MQRIC must be submitted.

The required documentation is to be sent to accreditation@mfhea.mt. This change is subject to an administrative cost of €50.

Malta Further and Higher Education Authority (MFHEA)

A: Triq J Abela Scolaro, Hamrun. HMR 1304 – Malta

T: 00356 2598 1450 **E:** info@mfhea.mt

mfhea.mt

2. Change in Legal Representative:

For a change in the Legal Representative, the following is to be provided:

The person appointed shall be based in Malta and authorized to enter into legally binding agreements on behalf of the institution. Thus, a copy of ID card/Passport is to be provided. If the appointed legal person resides abroad, the applicant is requested to appoint a resident agent. A resident agent is a person who will be representing the legal person here in Malta. All documents are to be certified by a warranted professional.

The required documentation is to be sent to accreditation@mfhea.mt. Additional document can be requested as deemed necessary. This change is subject to an administrative cost of €50.

3. Change in Institution Name:

Administrative Cost: **€50**

Additional documentation may be requested as necessary.

4. Administrative Fee for all issued invoices:

A 25% administrative fee (non-refundable) of the total amount shall be applied to invoices related to Program Accreditation, Licenses, and External Quality Assurance Audits.

5. Inclusion or Change of New Teaching Venues and Premises:

The provider is to inform the Accreditation Unit of a change/ addition of a Training Venue and provide the necessary documentation as indicated in the recent communication on [premises](#).

The required documentation is to be sent to accreditation@mfhea.mt. Additional documentation can be requested as deemed necessary. This change is subject to **an administrative cost of €100** in case of local premises.

In the case of foreign premises **an administrative cost of €300** applies, together with all necessary documentation as deemed necessary.

6. Change in Registered Company/Selling of License to Third Party Company:

Administrative cost: 500 Euros

In addition, costs related to the **Financial Due Diligence** of the new Entity incurred by the MFHEA, together with an administrative fee of **€250**.

For detailed guidelines and submission procedures, please refer to our [official website](#) or contact accreditation@mfhea.mt.

Should you have any questions or require further clarification regarding these administrative fees, please do not hesitate to reach out to us.

Thank you for your continued cooperation.

Sincerely,

Lawrence Azzopardi

Head of Accreditation, Quality Assurance and Validation

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