



# higher education & training

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X174, PRETORIA, 0001, 123 Francis Baard Street, PRETORIA, 0002, South Africa  
Tel: (012) 312 5911, Fax: (012) 321 6770  
Private Bag X9192, CAPE TOWN, 8000, 103 Plein Street, CAPE TOWN, 8001, South Africa  
Tel: (012) 469 5175, Fax: (012) 461 4761

**Enquiries: Mr SE Lange, Tel: 012 312 5489, E-mail: [RegistrarFET@dhet.gov.za](mailto:RegistrarFET@dhet.gov.za)**

## COMMUNIQUE FOR THE SUBMISSION OF ANNUAL REPORT

Regulation 18 of the *Regulations for the Registration of Private FET Colleges, 2007* (the Regulations) requires that a registered private college submits an annual report to maintain its registration with the Department. Annual report is submitted to update records of registration and for purposes of monitoring and evaluating a private college compliance with the requirements for maintenance of its registration as stipulated in the *Continuing Education and Training Act, 2006* (the Act) and the Regulations.

The Department is aware that you may encounter challenges resulting from the Covid-19 Pandemic which may impact on the prompt submission of your annual report. In observation of this possibility, the Department is extending the annual report submission date by two (2) months from the normal date of 30 April 2021 to **30 June 2021**.

Complete the **Annual Reporting Form** and submit it together with the required **documentary proof of compliance** no later than **30 June 2021**.

**Please note that failure to submit an annual report on or before 30 June 2021 will lead to the cancellation of the registration of an institution with the Department. No late annual reports will be entertained.**

Should you have any queries regarding this letter, please contact the official mentioned above at **012 312 5489**.

Yours sincerely

**Dr PM Buthelezi**  
**Director: Private Colleges**

DATE: 18/02/2021