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| **Stage 1 : Cancelation of Educational Service Permit : Initial Approval – 10 working days** |

During the first stage of the cancellation process the provider is required to complete and submit an application for the cancellation of the Educational Service Permit. The application form details the school’s information including the numbers of students and staff. Along with the application form the below documents have to be submitted at this stage:

* Submission of [application form](http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Application_for_Educational_Services_Permit-Cancellation_%26_Closure.docx)
* Undertaking from the permit holder to submit all the required documents mentioned below to the Regulations and Permits Commission at KHDA taking into consideration one academic year as a notice period for school closure.
* Notarized written decision signed by the permit holder about the closure of the school.
* Written commitment from the permit holder to provide seats for the students in coordination with other schools.
* Draft communication addressed to the parents about the school closure giving them options of students transfer.
* Undertaking from the permit holder to confirm clearing all benefits and dues to employees and workers at the school before the end of the academic year.
* Provide KHDA with the status of the school building after closure.

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| **Stage 2 : Cancellation Letter** |

The Regulations and Permits Commission is to follow up with the school to ensure the completion of the closure action plan. The school is required to submit the following documents within the academic year:

* Educational Services Permit (Original)
* Copy of the documents received from the Department of Economic Department upon the closure.

Notes:

* The school must notify parents and place clear and appropriate posters around the school campus with the schools closure date
* The school is to announce publicly the closure through an advertisement in the national newspapers only after two weeks of informing the parents of the same – a copy of the advertisement must be submitted to KHDA
* Provide KHDA with an NOC from the Ministry of Labor and Pension Authority
* Provide KHDA with a letter from Dubai Courts confirming that there are no pending entitlement/issues against the school
* KHDA reserves the right to request additional documents if required