



PURPOSE

This policy outlines EFIA’s internal process for ensuring full compliance with the ADEK, MoE, and DCD licensing frameworks. It ensures that all school operations, staff appointments, and building approvals meet the regulatory standards for legal operation in UAE.

SCOPE

This policy applies to the EFIA School Owner, Principal, Vice Principal, and covers all academic, administrative, and support staff as well as external consultants or contractors involved in school licensing or renewal processes.

LICENSING STAGE AT EFIA

Stage	License Type	Validity	Key EFIA Responsibilities
Stage 3	General License	2 years	Maintain compliance with ADEK guidelines; prepare for timely renewals and inspections.

LICENSE RENEWAL AND AMENDMENT PROCEDURES

Type	When Required	Process at EFIA
Renewal	Every 2 years (General License)	PRO prepares updated documents; ensures ADEK inspection readiness.
Ownership or Management Change	On change in legal entity or partner	School Owner and Principal coordinate submission of new details to ADEK.
Curriculum or Grade Expansion	When new grades or curriculum introduced	Principal submits proposal; Head of Registration obtain ADEK approval prior to implementation.
Location or Building Change	If relocation or expansion planned	Principal/PRO ensures new site meets ADEK, DCD, and DoH requirements before occupation.



EFIA BUILDING AND LAND USE COMPLIANCE

- EFIA operates within ADEK and CBSE approved educational premises and shall not use the property for any non-educational purposes.
- Any modifications to building layout, capacity, or facilities shall be pre-approved by ADEK, CBSE and DCD.
- Copies of all building completion certificates, lease agreements, and occupancy permits are maintained by the Principal and the PRO.

APPEALS AND REJECTION MANAGEMENT

In case of license rejection or delay, PRO prepares a corrective action plan and resubmits within 30 working days. Any appeal related to licensing or compliance is documented by PRO and forwarded to ADEK through the official portal following internal approval from the Principal.

VOLUNTARY SCHOOL CLOSURE

EFIA acknowledges that any decision to **temporarily or permanently suspend school operations** will follow ADEK's approval process and comply with all regulatory requirements.

Temporary Voluntary Closure

- EFIA may apply for a **temporary suspension** of operations for **not less than one academic year and up to three academic years**, subject to ADEK approval.
- The closure request must include:
 - A detailed reason for closure
 - Proposed closure date (aligned with the end of the academic year)
 - A plan for **transferring students** to other schools
 - A communication plan for staff and parents
- The PRO will prepare the necessary documentation and submit it through the **ADEK Licensing Portal**.
- During the closure period, EFIA will **maintain essential records, licenses, and data** for regulatory review.

Permanent Voluntary Closure

- The closure request shall be submitted **at least 6 months before** the intended date.
- Fulfil all contractual and financial commitments to staff, students, and service providers.
- Process **end-of-service payments** and **release all staff on PASS** at least **20 working days prior** to closure.
- Return any **unutilized or pre-paid fees** to parents.
- Transfer all student records to ADEK within **20 working days** of closure.
- Apply for **license cancellation** through ADEK's official portal.



LICENSE TRANSFER AND OWNERSHIP CHANGE

EFIA recognizes that any change in the school's ownership, management, or legal entity will be approved by ADEK **before implementation**. All such changes are treated as formal **license amendments** and follow the procedures outlined below.

- EFIA may request a **license transfer** or ownership amendment in cases such as:
 - Change in school proprietor or legal entity
 - Addition or removal of a partner or investor
 - Change in the authorized school representative or sponsor
- The **School Owner or Governing Body** shall notify ADEK through an official application, supported by updated trade license, legal documents, and authorization letters.
- The **PRO** will verify all related staff employment and compliance records to ensure continuity and data accuracy on ADEK's systems.
- ADEK must **approve the change in ownership** before any public or internal announcement is made.

PROCEDURE FOR CBSE LICENSING

- Get ADEK NOC
- Form CBSE Affiliation Committee
- Ensure school meets CBSE infrastructure & staffing norms
- Prepare all documents
- Apply on SARAS portal
- Pay fees
- Face CBSE Inspection
- Receive affiliation letter
- Renewal of Affiliation(one year before expiry)

POLICY REVIEW

This policy shall be reviewed by the PRO in coordination with the Principal to ensure alignment with ADEK's latest Licensing Policy and related regulations.

Saji Oommen
Principal