





16. Statutory compliances / NOCs as applicable by the State/Centre Govt (If applicable):

(a) Fire NOC	
(b) NOC issuing date	
(c) Overhead water tank with capacity	
(d) Underground water tank with capacity	
(e) No. of water - CO <sub>2</sub> type fire extinguishers 9 kg capacity	
(f) No. of dry chemical powder type fire extinguisher 5 kg capacity	
(g) No. of carbon dioxide type fire extinguishers 2 kg capacity	
(h) Other guidelines to be followed as per provisions of fire safety in Institutes/Schools	
(i) Firefighting mock drills carried out or not	

17. Extra curricular activities (if applicable)

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18. Facility for the differently abled students (if applicable)

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19. Parent-teacher meeting and parent involvement programs and their frequency (if applicable)

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20. Vision of the Institute/School (in brief)

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21. Achievement(s) of the Institute/School

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22. List of documents required to be attached to the Application is as per the Appendix attached

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_____	_____
_____	_____
_____	_____

23. Details of faculty with qualifications and contact no.(s)

S.No.	Name	Designation	Contact No. (Landline & Mob.)	Email Id

24. Details of administrative staff

S.No.	Name	Designation	Contact No. (Landline & Mob.)	Email Id

25. Details of non-teaching staff

S.No.	Name	Designation	Contact No. (Landline & Mob.)	Email Id

Place :

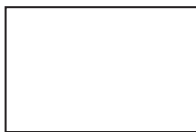
Date :

(Signature of the Applicant/Coordinator)

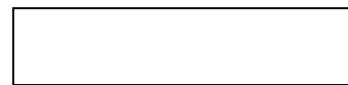
### DECLARATION BY THE APPLICANT/COORDINATOR

I hereby agree to and declare the following:

1. That I am authorized to fill, sign and stamp this Application Form on behalf of my organization/institution and all information, signatures and stamps are correct/genuine and represent the organization/institution applying herein for the status of Learning Centre.
2. That I have completely understood the roles and responsibilities of the Learning Centre for which I am submitting this Application form and that this is an Application Form for Learning Centre of NWAC American High School Diploma Program and does not authorize me to conduct examinations for NWAC American High School Diploma Program.
3. That I have provided true and complete information in this Application Form and any information/stamp/signature in this form if found otherwise or misrepresented/concealed/incorrect at any point of time will lead to the immediate cancellation/withdrawal of my Learning Centre(irrespective of its status of being approved or otherwise) and that the decision of such cancellation/withdrawal by NWAC Regional Office will be binding and final, without any appeal from my end, and the fee submitted by me for the Learning Centre will be forfeited completely without any refunds.
4. That I will provide complete/correct/genuine information to all students during inquiry, enrollment/registration, teaching/learning, coursework or any other process related to NWAC American High School Diploma Program or its components and will do so in accordance with the directions and instructions of NWAC Regional Office in totality, without any exceptions whatsoever.
5. That I will follow the directions and instructions of NWAC Regional Office in totality as issued to me for the process of enrollment/registration, teaching/learning, coursework or any other process related to NWAC American High School Diploma Program or its components. That I will follow the directions and instructions of NWAC Regional Office in totality for the enrollment/registration of students for NWAC American High School Diploma Program and will guide/support the students in filling the Enrollment/Registration Forms for the said program. I also agree that it will be my responsibility to ensure that the students/parents/guardians at my Learning Centre fill the Enrollment/Registration Form in my presence (including information, signatures on the Enrollment/Registration Form) and that I will personally verify all the original documents/credentials of the students/parents/guardians before allowing them to submit copies of such relevant documents along with the duly-filled Enrollment/Registration Form.
6. That I will provide true/complete/genuine information and guidance to all students/parents/guardians regarding NWAC or NWAC American High School Diploma Program or any of its components or processes.
7. That I will collect and submit all the students forms/documents to NWAC Regional Office within 5 calendar days of receiving them from the student/parent/guardian.
8. That if approved, my institution will be authorized to operate as a Learning Centre for the NWAC American High School Diploma Program for the Academic Session 2018-2019 ONLY.
9. That in case where I (or any of my representatives/office bearers/staff members) do not follow/adhere to any of the above or in cases where there is any information that I have supplied in this Application Form (or will provide during the entire duration of my association with NWAC Regional Office) which is a misrepresentation/concealment of information, which I understand could be detrimental to the reputation/interests of NWAC or its Regional Offices or to any of their products/services, legal action may be initiated against me and my organization/institution by NWAC Regional Office or its representatives.



(Thumb Impression)



(Signature of the Coordinator)

### **LIST OF DOCUMENTS**

The Institute/School is also required to submit the following documents/details/information to the Northwest Accreditation Commission, USA (Regional Centre, Pitampura, New Delhi) along with the Application Form C.

- 1 Trust/Company/Firm/Society Registration Certificate
- 2 Resolution of the Trust/Company/Firm/Society for starting the Learning Centre.
- 3 List of faculty (bio-data with a photograph, nature of designation/appointment, qualification, teaching experience, date of joining at the Centre - As per sample format).
- 4 List of non-teaching staff with designation, responsibilities, qualifications, experience, date of joining at the Centre and salary etc.
- 5 Details of time-table of Theory and Practical (if already running some courses).
- 6 List and bills of licensed Software/Hardware (Computers, Printers, Photostat Machines & Fax Machines).
- 7 List of equipment in the laboratories along with their bills.
- 8 MOU/Agreements in case there are tie-ups for the Laboratories and other facilities.
- 9 Details and bills of library books, journals, magazines and newspapers.
- 10 Building documents: Registry (in case of owned building)/Rent Deed or Lease Deed (in case of rented building).
- 11 Proof of experience of running Learning Centre or in the similar lines.
- 12 Photocopy of PAN card of the Trust/Company/Firm/Society as applicable.
- 13 Proof of financial position.
- 14 Detail of Bank Account showing recent balance in the account (last six months' financial transactions).
- 15 Building Photographs, Drawings/Map with exact measurement in sq ft.

**EXPRESSION OF INTEREST : To be copied & printed on letter head of Institute/School**

To,

**Regional Office - NWAC, USA**

309-310, III Floor

R.G. Trade Tower,

Netaji Subhash Place,

New Delhi - 110034, INDIA

**Subject:** Expression of Interest for the allocation of a **LEARNING CENTRE** for .....  
(Name of the Town/City/State)

I.....(Your Name), hereby agree that I'm the  
absolute and concerned authority to represent.....  
.....(Name of the Institute/School)  
and on behalf of my Institute/School, am willing to express my interest to be allocated the Learning  
Centre for Northwest Accreditation Commission, USA (NWAC, USA) for American High School  
Diploma Program. Moreover, I declare that the information given in the application form is true and  
to the best of my knowledge and belief.

(Signature & Stamp)

**Authorised Signatory**