

<b>GENERAL INFORMATION</b>	
<b>Name of formality</b>	License to Establish the Pre-School Education Institution
<b>Type of formality</b>	License
<b>Date of last modification</b>	05.05.2020
<b>Responsible Authority</b>	Pre-School Education Department
<b>Who should apply for this formality?</b>	Any individual or legal entity that intends to establish the 'Pre-school Education Institution' that include: 1. nursery (nurturing kids from 3 month-old to 3-year-old) 2. kindergarten (nurturing kids from 3 to 6-year-old)
<b>Qualifications needed by the business to get the formality</b>	1. Having some level of education (with management experience);2. Having a good personal background;3. Having a financial status certified by a bank of Lao PDR4. The license for establishing a school has never been revoked unless the license has been revoked for 3 years prior to the date of application for the establishment of a new school.

<b>LEGAL FRAMEWORK</b>			
<b>Name</b>	<b>Number</b>	<b>Date</b>	<b>Comment</b>
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 49
Law on Education (Amended)	62/NA	16.07.2015	Part III Education Institution (Article 29 to Article 32)
Order on the Management of the International Pre-school and Ordinary Education	1052/HED.	26.02.2016	Chapter 2, 3, 4, 5, 6, 7, 8, 9
Decision on the Management of Private Pre-Schools and General Education	1053/GED.	26.02.2016	Chapter 2, 3, 4, 5, 6, 7

Order on the General Principle for the Management of Pre-School Education	1374/PSED	30.03.2015	Chapter 1, 2, 3, 4, 5, 6, 7
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### REQUIRED DOCUMENTS FORMALITIES

Name	Type	Comment
\${SUPPORT_NAME}	\${SUPPORT_TYPE}	\${SUPPORT_COMMENT}

### LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION

Name of document	Type of document	File of document
\${ATTACHMENT_NAME}	\${ATTACHMENT_TYPE}	\${ATTACHMENT_FILE}

### LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION

Name of document	Type of document	File of document
\${ATTACHMENT_NAME_RENEW}	\${ATTACHMENT_TYPE_RENEW}	\${ATTACHMENT_FILE_RENEW}

### MEAN OF PRESENTATION

<b>Means of presentation</b>	At the Authority Offices	
<b>Address of authority</b>	Pre-School Education Department, Ministry of Education and Sports	
<b>Time it takes to the authorities to process the formality</b>	3	The review process shall be done within 3 months after receiving a complete and accurate application.

### RENEWAL INFORMATION

Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	24

<b>What is the process and conditions to get the formality?</b>	
<b>What is the process and conditions to renew the formality?</b>	The enterprise shall complete all required documentation for renewal, then submit it to the District Office of Education and Sports, and later to the Provincial (Vientiane Capital) Department of Education and Sports as well as through the private consultancy committee. After that, it shall be submitted to the Pre-School Education Department to review it, and finally to the Minister of Education and Sport for approval.

<b>ISSUING FEES</b>				
<b>Has application fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Application fees businesses need to disburse</b>	<b>Total fees businesses need to disburse</b>
YES	0.00	50000.00	36000.00	86000.00
<b>Comments</b>	Refer to the Presidential Ordinance No. 003/PO on the Fees and Service Charges, Article 49 for the fee. The application fee is based on the comments of the authority			
<b>ADDITIONAL ISSUING FEES</b>				
<b>Additional fee names</b>				
NO	0.00	0.00	0.00	0.00
<b>Additional fee comments</b>				

<b>RENEWAL FEES</b>				
<b>Has renewal fees?</b>	<b>Service fees businesses need to disburse</b>	<b>Certificate fees businesses need to disburse</b>	<b>Renewal fees businesses need to disburse</b>	<b>Total renewal fees businesses need to disburse</b>
YES	0.00	50000.00	10000.00	60000.00

<b>Comments</b>	Refer to the Presidential Ordinance No. 003/PO on the Fees and Service Charges Article 49. The application fee is based on the comments of the authority			
<b>ADDITIONAL RENEWAL FEES</b>				
<b>Additional renewal fees names</b>				
NO	0.00	0.00	0.00	0.00
<b>Additional renewal fees comments</b>				