

**GENERAL INFORMATION**

<b>Name of formality</b>	License for the Establishment of International School, Primary School, Secondary School, and High School.
<b>Type of formality</b>	License
<b>Date of last modification</b>	05.05.2020
<b>Responsible Authority</b>	Department of General Education
<b>Who should apply for this formality?</b>	Any individual or legal entity that intends to establish a general education school including a primary school, secondary school, high school, as well as secondary education. This will take a total of 12 years to complete the general education.

<p><b>Qualifications needed by the business to get the formality</b></p>	<p>- Conditions of land and location for the applicant:1. the land used for building the school shall belong to the enterprise;2. If the land is leased, the lease contract shall have a minimum of 10 years term for pre-education and primary education; and 15 years for secondary education;3. if the land is mortgaged, it must be mortgaged only for the purpose of establishing a school;4. the green area shall cover one-third of the total area;5. At least one-third of the total area shall be used for indoor and outdoor activities, learning-teaching, and multi-purpose areas.- Criteria of building and location for the applicant:A. Pre Education (Nursery and Pre-school)The location shall be in one place with a good and safe environment, no risk of disasters, and an average area of 25-35 square meters per person;1. having classroom building, school office, director office, admin office, early years room, infirmary, playroom, guardpost, teacher-staff office, canteen, multi-purpose room, table, equipment, storage, etc.2. having electricity, clean water, drainage system, clean and suitable toilets for children.3. having a playground and playground equipment, school fences, gate, flag pole, school sign, room sign.4. Learning-teaching equipment, toys, safe school supplies.B. Primary Education1. having areas with a good and safe environment, no risk of disasters, and an average area of 30-40 square meters per person;2. having an indoor stadium, sports stadium, suitable parking lots, fences, gate, school sign, and room sign.3. having electricity, clean water, separate toilets for women and men, toilet sink, and a shower room.4. having a board director office, staff room, classrooms, library, art room, music room, computer room, training room, advice room, language listening room, infirmary, canteen, and guard post.5. having media, teaching-learning equipment, sports equipment, and music instruments.C. Secondary Education1. having areas with good and safe surroundings, no disaster risk, the average area shall be around 30-40 square meter per person.2. having an indoor stadium, sports stadium, suitable parking lots, fences, gate, school sign, and room sign.3. having electricity, clean water, drainage system, separate toilets for women and men, toilet sink, and a shower room.4. having a board director office, staff room, meeting room, classrooms, library, art room, music room, computer room, lab, advice room, language listening room and infirmary, canteen, guard post, teaching-learning equipment, sports equipment, and musical instruments.5. every education level shall provide conditions and facilities to people with disabilities.Qualifications of applicant1. having a certain school degree (with management experience)2. having a financial status certified by the bank in Lao PDR3. having no criminal record</p>
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LEGAL FRAMEWORK			
Name	Number	Date	Comment

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	Article 5 to Article 6
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 49
Decision on the Management of Private Pre-Schools and General Education	1053/GED.	26.02.2016	
Decision on the Management of Secondary Teachers and Students	2059/HED	11.06.2013	
Decision on the Policy to Teachers and Excellent Student in Secondary School	2058/HED	11.06.2013	

#### 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
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<b>Address of authority</b>	Ordinary Education Department, Ministry of Education and Sports	
<b>Time it takes to the authorities to process the formality</b>	14	Relevant law does not define the time for consideration, but the authority informs that the consideration period shall not exceed 14 working days after the site inspection is successfully conducted.

<b>RENEWAL INFORMATION</b>	
<b>Does the formality have a validity or an expiration date?</b>	<b>How long will the formality be valid for? (in months)</b>
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 applicant shall submit the annual implementation report over the past period, and the inspection shall be conducted.

<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	100000.00	0.00	100000.00
<b>Comments</b>	Refer to the Presidential Ordinance No. 003/PO, Article 49			
<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>
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<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	100000.00	0.00	100000.00
<b>Comments</b>	Refer to the Presidential Ordinance No. 003/PO, Article 49			
<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>				