

M9. Applications for Membership

1. Applications for membership by eligible providers shall be made to the Chief Executive in a form agreed by the Board, subject to review from time to time, and published on the IHE website. An application shall be deemed valid only upon receipt of the following:
 - an Application Form completed in full (using the form provided on the IHE website);
 - a registration decision letter from the Office for Students (if applicable);
 - confirmation of regulated status in Scotland, Wales or Northern Ireland (if applicable);
 - documentation of any notification or decision relating to regulatory enforcement or investigation in the last 12 months;
 - if not regulated, documentation relating to the current alternative method of accreditation or external quality assurance, confirming the successful outcome, and any follow-up correspondence or action plan relating to this outcome;
 - full payment of the applicable Application Fee and any outstanding debts.
2. The Application Form shall include:
 - a full list of the names and roles of:
 - the Head of Institution
 - the Nominated Representative (if different)
 - the person with responsibility for academic quality and standards (if different)
 - members of the supreme governing body (e.g. the Board of Directors)
 - owners / major shareholders / persons with significant control
 - details of any connection or association of the institution or of the above-named individuals to any other education provider. This would include a shareholding or directorship of another education provider held by a member of the above named individual's family (that is, their spouse, civil partner, any person with whom they live as a partner in an enduring family relationship, a child or stepchild, a child or stepchild of their partner (if living with the director and under the age of 18), or their parents);
 - a formal declaration that all of the above-named individuals meet IHE's definition of a fit and proper person, or further details if such a declaration cannot be made in full;
 - staff and student numbers in the form requested;
 - a formal declaration that the provider is committed to the Values of IHE and supports our Mission to promote them;
 - declaration of any legal action (criminal or civil), and any audit, investigation or review by a government, regulatory, professional or statutory body, or awarding organisation, that is active currently or was in the past 12 months;

INDEPENDENT HIGHER EDUCATION

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- *N.B. Where any such activity is ongoing, IHE may put the application on hold until it is completed, or the Board may decide to approve the application and may extend the initial probationary period until the activity has been concluded, as set out in Regulation M10.*
 - confirmation that the applicant has read these Rules and agrees to abide by all relevant provisions, including continuing to meet the Conditions of Membership and to follow and uphold the Code of Conduct for Members.
3. A representative of IHE will review the application and may draw upon external sources of information where this provides additional evidence of whether or not the applicant meets the Conditions of Membership and/or is likely to uphold the Values of IHE and Code of Conduct for Members. Such external sources may include but shall not be limited to public records of regulatory compliance, published research and analysis by Government and others, the Parliamentary Hansard, and coverage in print, electronic and broadcast media, and other sources listed as credible under Section 4 of Regulation M10.
 4. A summary report on the application shall be considered by the Chief Executive, who may require further information or assurances from the applicant where necessary before coming to a decision. He or she may also draw upon credible sources of information about the applicant, about the named individuals who own and control the institution, and about other education providers and businesses connected to the applicant and/or named individuals, in order to come to a view of whether the applicant is likely to uphold the Values of IHE and the Code of Conduct for Members, and whether there is any risk that it may bring the sector and/or IHE into disrepute. Once satisfied that there is sufficient information on which to judge the suitability of the applicant for membership, the Chief Executive shall make a recommendation to the Board.
 5. At its next meeting, or from time to time in writing between meetings, the Board shall decide by majority vote whether or not to admit the applicant into membership of IHE. While the initial review of the application and the subsequent recommendation of the Chief Executive will form the basis of any decision, the Board shall remain the final authority on and shall reserve complete discretion over which providers are admitted to membership. In exercising this discretion, it shall give due consideration to the need to protect the good name and reputation of Independent Higher Education and its members.
 6. If the application is approved, the new Member shall commence their initial probationary period, as set out in Section 1 of Regulation M10.
 7. If the application is refused, the Board shall be required to give a reason to the applicant. The Chief Executive may report to the Board any further information and correspondence related to this refusal, but the decision of the Board in such cases is nonetheless final.
 8. A provider whose application has been refused may reapply for Membership only after the completion of a moratorium on reapplications for a period of time to be determined by the Board but no less than six months after the date of the refusal decision.