

**Administrative Resolution No. (21) of 2023**  
**Concerning the Requirements and**  
**Procedures for Ceasing Educational Activity<sup>1</sup>**

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**The Director General of the Knowledge and Human Development Authority in Dubai,**

After perusal of:

Law No. (2) of 2021 Concerning the Knowledge and Human Development Authority in Dubai; and

Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai,

**Does hereby issue this Resolution.**

**Definitions**  
**Article (1)**

The words and expressions mentioned in this Resolution will have the same meaning assigned to them in the above-mentioned Executive Council Resolution No. (2) of 2017.

**Requirements for Approval of**  
**Cessation of Educational Activity**  
**Article (2)**

The cessation of Educational Activity will be approved subject to the following requirements:

1. A request for approval of cessation of Educational Activity must be submitted to the KHDA at least one (1) School Year before the cessation scheduled date.

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<sup>1</sup>*Every effort has been made to produce an accurate and complete English version of this legislation. However, for the purpose of its interpretation and application, reference must be made to the original Arabic text. In case of conflict, the Arabic text will prevail.*

2. Proof of the Owner's approval of the cessation of Educational Activity must be submitted together with the reasons for the cessation.
3. A detailed report on the conditions of the premises of the Private School to be closed, and in which the Educational Activity is to be ceased, must be submitted.
4. A detailed plan to transfer the Students enrolled in the Private School to be closed to other schools must be submitted.
5. The KHDA must be provided with a copy of the notice that will be delivered to the Parents of the Students enrolled in the Private School to be closed, informing them of the reasons of closure, so that the KHDA reviews the notice before it is sent to Parents.

**Procedures for Submitting Requests for  
Cessation of Educational Activity  
Article (3)**

In submitting an application for cessation of Educational Activity, the following procedures will apply:

1. The application for approval of cessation of Educational Activity will be submitted to the KHDA through the electronic system adopted by it for this purpose. The application must be submitted on the form prescribed by the KHDA for this purpose, together with the required documents.
2. The applicant will pay the fee prescribed by the above-mentioned Executive Council Resolution No. (2) of 2017 for the application for cessation of Educational Activity.
3. The KHDA will consider the application for cessation of Educational Activity and the attached documents, and verify that applicant has satisfied all the conditions and requirements and that the application is accompanied by all the relevant documents stipulated in Article (2) of this Resolution. The KHDA may request any additional documents or information it deems necessary to consider the application.
4. The KHDA will issue its decision in respect of the application for cessation of Educational Activity within six (6) working days from fulfilling all the data and document requirements for the application. The application will be deemed rejected if no decision is issued by the KHDA within this period.
5. Where the application is rejected, the KHDA will notify the applicant of the reasons for rejection.

6. Where the application is approved, the applicant will be instructed to complete the process of cessation of Educational Activity and closure of Private School as per the plan approved by the KHDA.

### **Obligations of Private Schools**

#### **Article (4)**

In addition to the obligations stipulated in Article (12) of the above-mentioned Executive Council Resolution No. (2) of 2017, upon obtaining the KHDA's approval for cessation of Educational Activity, a Private School must:

1. notify the Parents and the Private School staff of the decision to cease the Educational Activity only after the KHDA approves the relevant notice;
2. ensure a smooth workflow and educational process at the Private School during the period specified by the KHDA for cessation of Educational Activity; and
3. provide the KHDA with an electronic copy of all the records and transcripts of the Students enrolled in the Private School throughout the period of its operation.

### **Publication and Commencement**

#### **Article (5)**

This Resolution will be published in the Official Gazette and will come into force on the day on which it is published.

**Dr. Abdullah Mohammed Al Karam**  
**Director General**  
**Knowledge and Human Development Authority in Dubai**

Issued in Dubai on 15 August 2023  
Corresponding to 28 Muharram 1445 A.H.