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| **Permit Renewal Process- Issuance of the renewed Permit-2 working days** |

Schools are required to renew their Education Service Permit annually. The application for the process is completed entirely through KHDA’s e-services which can be accessed through <https://www.khda.gov.ae/KHDAPortal>

The following documents must be submitted when a school is applying to renew their permit:

* Submission of [application form](http://www.khda.gov.ae/CMS/WebParts/TextEditor/Documents/Application_for_Educational_Services_Permit_Renewal.docx)
* The delegation of authority by the permit holder to the principal (which details all areas of authority and the extent of such authority) along with the current principal’s appointment letter with a passport copy
* The KHDA approved tuition fees list and the number of students per grade
* An attested and stamped annual calendar for the current academic year
* A valid copy of the lease agreement or land ownership certificate
* Copy of the valid bank guarantee of the sponsored employees and list of the employees from the Ministry of Labor
* Copy of EHS certificate from EHS authority
* Valid health card of resident doctor and nurse
* NOC from Dubai Health Authority
* NOC from Roads and Transportation Authority

Once the required documents are successfully submitted, the school is pays the required service fee for the renewal. Once the fees are paid, a representative from the school can collect the new Educational Services Permit from KHDA. However the renewed permit will be handed over only if the previous original Educational Services Permit is returned.

\*Note: KHDA reserves the right to request for further documents if necessary