

Cooperation Agreement
between
Saudi Commission for Health Specialties
and

1447 / 2025

Cooperation Agreement

for regulating the payment of Institutional and Programs Accreditation Fees

With the grace of Allah, this Agreement was made on _____, _____, corresponding to _____, between the following parties:

- **The Saudi Commission for Health Specialties (SCFHS)**, having its principal office in Riyadh, telephone number 0112905788, represented in the signing of this Agreement by Professor Dr. Aws Ibrahim AlShamsan, in his capacity as the Secretary-General of the Saudi Commission for Health Specialties.
Address: Building No. 6591, Samhah Street, Alsafarat District, Riyadh, Kingdom of Saudi Arabia, Postal Code 12511, Additional No. 3158, VAT Registration No. (310253947400003).
Hereinafter referred to, for the purposes of this Agreement, as the "First Party."

- _____, having its principal office located in _____, telephone number: _____.

Represented in the signing of this Agreement by (Mr./Dr.) _____, in his/her capacity as _____.

Address: District – City – Country – Postal Code – Additional No. – VAT Registration No. (_____).

Training Center Email: _____.

Hereinafter referred to, for the purposes of this Agreement, as the "Second Party."

Preamble:

Based on the Institutional and Program Accreditation Bylaws and its Implementing Rules of the Saudi Commission for Health Specialties (SCFHS), and in pursuit of implementing institutional and program accreditation plans for existing and new training centers and programs affiliated with _____,

The Parties have agreed to sign this Cooperation Agreement to regulate the payment of institutional and program accreditation fees between the Saudi Commission for Health Specialties and _____, with the aim of establishing clear administrative and financial procedures to ensure proper regulation of institutional and program accreditation fee payments for the training center _____, in accordance with the Institutional Accreditation Bylaws and its Implementing Rules, and in line with the approved administrative and financial procedures.

Article One: Parts of the Agreement

The above preamble and any annexes added hereafter shall be deemed an integral and complementary part of this Agreement.

Article Two: Purpose of the Agreement

This Agreement aims to regulate the payment of institutional and program accreditation fees for _____,

Article Three: Scope of the Agreement

This Agreement covers the payment of institutional and program accreditation fees for _____ and shall be implemented according to the following procedures:

1. The payment of new institutional and program accreditation fees shall become due upon receiving the new accreditation application.
2. The new institutional and program accreditation fees shall be paid upon receiving the application and before initiating the accreditation procedures.
3. The annual institutional and program accreditation fees shall become due as of January 1 of each year.
4. The annual institutional and program accreditation fees shall be paid within a maximum period of (90) working days from the date the Second Party receives the financial claim.

Article Four: Obligations of the First Party

The First Party shall, in accordance with its applicable regulations and bylaws, undertake the following:

1. Provide the Second Party with a financial claim for the payment of new institutional accreditation fees upon submission of the institutional accreditation application.
2. Provide the Second Party with a financial claim for the payment of new program accreditation fees upon submission of the program accreditation application.
3. Provide the Second Party with a financial claim for the payment of annual institutional accreditation fees within (10) working days from January 1 of each year.
4. Provide the Second Party with a financial claim for the payment of annual program accreditation fees within (10) working days from January 1 of each year.

Article Five: Obligations of the Second Party

The Second Party shall undertake the following:

1. Pay the new institutional accreditation fees upon submission of the institutional accreditation application.
2. Pay the new program accreditation fees upon submission of the program accreditation application.
3. Pay the annual institutional accreditation fees within (90) working days from the date of receiving the financial claim.
4. Pay the annual program accreditation fees within (90) working days from the date of receiving the financial claim.
5. Settle all financial claims due for institutional and program accreditation even in the event of a decision to withdraw institutional or program accreditation.
6. Pay the institutional and program accreditation fees via bank transfer to the Commission's account, through the SADAD Payment System, or by credit card.
7. Notify the First Party upon settlement of the institutional and program accreditation fees.

Article Six: Institutional Accreditation Fees

The institutional accreditation fees, in accordance with the Institutional and Program Accreditation Bylaws and its Implementing Rules, amount to fifty thousand (50,000) Saudi Riyals, as follows:

1. Institutional accreditation fees shall be due upon receipt of a complete application, and the fees shall be non-refundable in case the accreditation is not granted.
2. The institutional accreditation fees of fifty thousand (50,000) Saudi Riyals cover the full institutional accreditation cycle, for a period not exceeding four years from the date of the initial institutional accreditation decision.
3. Renewal of institutional accreditation fees, amounting to fifty thousand (50,000) Saudi Riyals, shall be due every four years from the date of the initial institutional accreditation decision, unless a decision of withdrawal of institutional accreditation is issued.
4. Without prejudice to the institutional accreditation fees of fifty thousand (50,000) Saudi Riyals, the payment may be made on an annual basis in the amount of twelve thousand five hundred (12,500) Saudi Riyals.

5. The institutional accreditation fees cover all accredited training sites in accordance with the institutional accreditation decision, including any additional training site approved and added thereafter to the accredited training center.
6. The institutional accreditation fees include all follow-up activities related to compliance with institutional accreditation standards.

Article Seven: Program Accreditation Fees

In accordance with the Institutional and Program Accreditation Bylaws and its Implementing Rules, the program accreditation fees amount to five thousand (5,000) Saudi Riyals annually for each training program, as follows:

1. Program accreditation fees shall be due upon receipt of a complete application, and the fees shall be non-refundable in case the accreditation is not granted.
2. Renewal of program accreditation fees, amounting to five thousand (5,000) Saudi Riyals annually, shall be due starting from the date of the initial program accreditation decision, unless a decision of withdrawal of program accreditation is issued.
3. The training center shall pay the renewal of program accreditation fees, amounting to five thousand (5,000) Saudi Riyals annually, for each accredited training program, including Full Programs, Shared Programs, and Training Units.
4. The program accreditation fees cover all accredited training sites in accordance with the program accreditation decision, including any additional training site approved and added thereafter to the accredited program.
5. The program accreditation fees include all follow-up activities related to compliance with program accreditation standards.

Article Eight: Duration of the Agreement

The duration of this Agreement shall be two years, starting from the date of its signing and It shall be automatically renewable for the same or similar periods. Either Party may terminate this Agreement at any time, provided that the terminating Party gives written notice to the other Party at the addresses stated at the beginning of this Agreement no less than three months prior to the termination date.

Termination of this Agreement shall not affect any ongoing projects or programs until their completion.

Article Nine: Communication Channels and Cooperation Methods

All communications or notifications between the Parties shall be in writing and in Arabic, and may be delivered by registered mail, hand, fax, or email, with written acknowledgment of receipt in all cases to the official addresses of both Parties. All correspondences shall be deemed received by the other Party within forty-eight hours from the time of sending to the following addresses:

First: Address of the First Party

	General Department of Cooperation	Executive Administration of Training Operations
Contact Persons:	Ms. Haya Abdullah Aldosari	Ms. Sarah Saad Alkathlan
Positions:	Cooperation Specialist	General Director, General Department of Accreditation Operations
Email:	h.aldosari@scfhs.org.sa	s.alkathlan@scfhs.org.sa
Phone:	0549857336	0568989184

Second: Address of the Second Party

Contact Person:

Position:

Email:

Phone:

Article Ten: Confidentiality

- Both Parties undertake to maintain the confidentiality of any information obtained as a result of implementing the provisions of this Agreement, whether verbal or written. Such information shall not be disclosed to any third party without the prior written consent of the Party that provided it.
- Both Parties shall comply with the applicable confidentiality regulations, noting that the provisions of this Agreement shall not replace or amend any of such regulations.

3. The Parties shall use the information and documents exchanged between them solely for the purposes of implementing this Agreement and within the limits for which they were provided and shall not share them with any third party without prior written consent from the Party that provided them.
4. The confidentiality obligation shall remain in effect even after the termination or expiration of this Agreement.

Article Eleven: Force Majeure

Neither Party shall be held liable to the other for any failure or delay in the performance of its obligations under this Agreement if such failure or delay results from an event of force majeure.

The Party affected by the force majeure event shall notify the other Party in writing within (30) working days from the date of occurrence, stating the reason and nature of the event. The affected Party shall exert all reasonable efforts to remove or mitigate the effects of such event.

The Parties shall agree to amend or terminate this Agreement if the force majeure situation continues for more than (90) working days.

Article Twelve: Governing Law and Dispute Resolution

1. This Agreement shall be governed by the laws and regulations in force in the Kingdom of Saudi Arabia. In the event of any dispute arising between the Parties regarding this Agreement, a written notice shall be sent to the other Party specifying the details of the dispute to reach an amicable settlement through a meeting between representatives of both Parties. If an amicable resolution cannot be achieved within (15) working days from the date of receiving the notice, the dispute shall be referred to the competent court in Riyadh City.
2. This Agreement shall not prejudice the provisions of the Institutional and Program Accreditation Bylaws and its Implementing Rules issued pursuant to the Executive Council for Education and Training's Resolution No. (2018007295) dated 20/02/1440 and Resolution No. (2019000978) dated 01/06/1440, as well as any subsequent updates or related decisions and other relevant regulations issued by the Saudi Commission for Health Specialties. In the event of any conflict, the Bylaws and its Implementing Rules shall take precedence over the provisions of this Agreement.

Article Thirteen: Copies of the Agreement

This Agreement has been executed in two original copies in Arabic, with each Party receiving one copy to act upon and for documentation purposes. Accordingly, this Agreement has been signed on the day, month, and year stated in its preamble.

May Allah grant success.

First Party

Saudi Commission for Health Specialties

Represented by:

Prof. Dr. Aws Ibrahim Alshamsan

Secretary-General, Saudi Commission for Health Specialties

Signature:

Date:

Official Stamp:

Second Party

Signature:

Date:

Official Stamp: