

GOVERNMENT OF AKWA IBOM STATE OF NIGERIA

Telegrams:

Telephone: 085-200007

Our Ref: MOE/AD/

Your Ref:



MINISTRY OF EDUCATION

SEQAS

.....DEPARTMENT

BLOCK 10, FIRST FLOOR

IDONGESIT NKANGA SECRETARIAT

P.M.B. 1019

UYO. 17th February, 2020

(All replies to be addressed to
the honourable Commissioner)

UPWARD REVIEW OF FEES FOR OPENING OF PRIVATE SCHOOLS IN AKWA IBOM STATE

I am directed to inform you that the State Executive Council has approved an upward review of fees for opening Private Schools in the State as follows:

Purchase of Form for opening of new school:

	<u>Nursery/Primary</u>	<u>Secondary</u>
❖ School in rural area	- N100,000.00	N150,000.00
❖ School in sub-urban area	- N150,000.00	N200,000.00
❖ School in urban area	- N200,000.00	N250,000.00
✓ Tertiary/specialized school	- N250,000.00	

Registration of new school:

	<u>Nursery/Primary</u>	<u>Secondary</u>
❖ School in rural area	- N100,000.00	N150,000.00
❖ School in sub-urban area	- N150,000.00	N200,000.00
❖ School in urban area	- N200,000.00	N250,000.00
❖ Upgrading to Primary Status	- N60,000.00	
✓ Tertiary/specialized school	- N300,000.00	

Penalty for operation of unapproved school - N500,000.00.

Annual Renewal Fee:

This is categorized according to Grade/Status of schools as follows:

	<u>Nursery/Primary</u>	<u>Secondary</u>
❖ Grade A School	- N100,000.00	N300,000.00
❖ Grade B School	- N80,000.00	N100,000.00
❖ Grade C School	- N60,000.00	N80,000.00
❖ Grade D School	- N40,000.00	N50,000.00
✓ Tertiary/specialized school	- N300,000.00.	

Please accept the Honourable Commissioner's warmest regards.

Roseline A. Mfon (Mrs.)

Director (State Education Quality Assurance Service)

For: Hon. Commissioner

BASIC REQUIREMENTS FOR REGISTRATION OF NEW PRIVATE NURSERY/PRIMARY, SECONDARY AND TERTIARY SCHOOLS, APART FROM FEES

NURSERY/PRIMARY SCHOOLS:

- (i) Photocopy of receipt of payment for the application form.
- (ii) A survey plan showing the size of the plot which should be at least 2250 square metres for Nursery and 2500 square metres for Primary.
- (iii) A site plan showing proposed buildings and other facilities.
- (iv) A properly executed Land Agreement or Certificate of Occupancy or Right of Occupancy.
- (v) Full statement of source of finance including money lodged with the Commercial banks. This must be bank statement with figure not less than **Two Hundred Thousand Naira (₦200,000.00)** only on proposed school's Name.
- (vi) Academic Certificates and Curriculum Vitae of the proprietor and Head-Teacher (who must be an Educationist).
- (vii) Passport photograph of the Proprietor duly certified by Zonal Director of Education should be attached on the application form.
- (viii) Certificate of Registration of School name from Corporate Affairs Commission.

N/B: The proposed school must not be operated on a rented apartment.

POST PRIMARY INSTITUTION (SECONDARY):

- (i) A photocopy of receipt of payment for the Application Form.
- (ii) A survey plan showing the size of the plot of the proposed school which should not be less than hectare or 7000 square metres.
- (iii) A Site Plan showing proposed building and other facilities.
- (iv) A properly executed Land Agreement endorsed by Legal Practitioner OR Certificate of Occupancy or Right Occupancy.
- (v) Full Statement of source of finance including money lodged with the Commercial Bank. This must be recent Bank Statement with figures not less than **Five Hundred Thousand naira (₦500,000.00)** only on proposed school's Name.

- (vi) Curriculum Vitae of the Proprietor and Principal (who must be an Educationist) as well as photocopies of Certificates.
- (vii) Passport photograph of the Proprietor duly certified by Zonal Director of Education.
- (viii) Certificate of Registration of School Name from Corporate Affairs Commission.

N/B: The proposed school must not be operated on a rented apartment.

TERTIARY INSTITUTION:

- (i) A survey plan showing the size of the plot on which the school will be sited. This should be at least 1 hectare (10,000 Sqm).
- (ii) A site plan showing the location of school buildings the room and other essential facilities.
- (iii) A detailed three year Building Plan indicating which building will be constructed in each year and the estimated cost of each building.
- (iv) Evidence of funds available for both Capital and Re-current expenditure.
- (v) Passport photograph of the Proprietor (2 copies)
- (vi) Curriculum Vitae of the proprietor and Registrar.
- (vii) Academic Certificates of the proprietor and Registrar.
- (viii) Photocopy of executed Land Agreement.
- (xix) Photocopy of receipt of payment for the Application Form.
- (x) Certificate of Registration of School Name from Corporate Affairs Commission.

N/B: The proposed school must not be operated on a rented apartment.

PROCEDURES FOR REGISTRATION OF PRIVATE SCHOOLS

1. Visit the Directorate of State Education Quality Assurance Service in the Ministry of Education, Idongesit Nkanga Secretariat, or visit Akwa Ibom State Internal Revenue Service (AKIRS) website (<https://www.akirs.ak.gov.ng/downloads/laws/state-government-rev-codes-and-rates-amendment-law.pdf>) to obtain necessary information on the various fees payable by private schools.
2. Proceed to pay the registration fees prescribed by the Ministry at any government IGR designated bank using AKSG Pay Direct or online at <http://quickteller.com/akwaibom> to pay the applicable fees and present the printout to the Ministry to obtain an official receipt.
3. Submit bank e-receipt to the Directorate of Pre-Primary, Primary and Special Education (for Nursery and Primary) or Directorate of Secondary and Higher Education (for Secondary) and obtain the application form for opening a new school.
4. Complete the application form accurately, providing all the necessary information and attaching the required documents.
5. Submit the completed form to the Zonal Education Office of the Ministry of Education in the relevant Federal Constituencies.
6. The Ministry will review the application and conduct inspections to ensure compliance with regulations. This will involve visits to the proposed facility site and assessments of the submitted documents.
7. The Ministry will issue an approval or registration letter if the application/inspections meet all the requirements. This letter allows you to operate the school legally.
8. The time frame for submission of the application form is six (6) months, after which it lapses if the applicant fails to comply with the regulations.
9. Ensure ongoing compliance with all applicable regulations and guidelines to maintain the validity of your school registration. This will involve periodic inspections, yearly renewals, and reporting requirements.

TIMEFRAME FOR REGISTRATION OF PRIVATE SCHOOLS

Timeframe for Registration of Private Schools in Akwa Ibom State is as follows:

(A) From purchase of form to issuance of Authority-To-Open and Operate (ATO): Between 6 months – 1 year.

(B) Nursery – Primary

- Upgrading from Nursery to Primary Status: 3rd year of granting ATO.
- Placement Examination Centre (Primary): 5th year of granting ATO.

(C) Secondary:

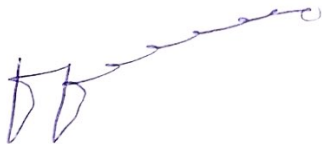
- Basic Education Certificate Examination (BECE) Centre: 3rd year of granting ATO.
- Upgrading to Senior Secondary Status: 4th year of granting ATO.
- WASSCE & NECO Examination Centre: 6th year of granting ATO.

(D) Tertiary:

After the purchase of the form, the Ministry carries out a facilities inspection at the proposed institution to ascertain its preparedness. If the facilities meet the minimum standards, the Ministry issues a Letter of No Objection to the supervising body of the institution for further assessment towards accreditation.

The supervising bodies are:

- National Universities Commission (NUC) for Universities.
- National Board for Technical Education (NBTE) for Polytechnic/Skills related institutions.
- National Commission for Colleges of Education (NCCE) for Colleges of Education.



Mrs. Roseline A Mfon, Ph.D

Director

State Education Quality Assurance Service

For: Hon. Commissioner

23rd December, 2022