

GOVERNMENT OF AKWA IBOM STATE OF NIGERIA

Telegrams:

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Our Ref:

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*(All replies to be addressed to
the Honourable Commissioner)*



MINISTRY OF EDUCATION

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DEPARTMENT

BLOCK 10, FIRST FLOOR

IDONGESIT NKANGA SECRETARIAT

P.M.B 1019

UYO. 13th December, 2023
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PROCEDURE FOR REGISTRATION OF PRIVATE SCHOOLS

Pursuant to the provisions of the Laws of Akwa Ibom State of Nigeria 2000 (revised) Volume II, Chapter 48, Section 16, the Basic Requirements for the registration of new Private Nursery and Secondary Schools in Akwa Ibom State are as follows:

A. REQUIREMENTS FOR REGISTRATION OF NEW PRIVATE NURSERY 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 1500 square metres for Nursery/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 or Proprietor'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.

B. REQUIREMENTS FOR REGISTRATION OF NEW PRIVATE SECONDARY SCHOOLS

- 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 3000 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 of 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 or Proprietor'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.

C. 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 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.

D. TIMEFRAME FOR THE PROCESS

Timeframe for Registration of Private Schools in Akwa Ibom State from purchase of form to issuance of Authority-To-Open and Operate (ATO) is between 6 months – 1 year.

For further information, please contact us at: Ministry of Education, Block 10 Idongesit Nkanga Secretariat, Uyo; e-mail address = minofeducationaks@gmail.com; phone number- 07031337021.



Mrs. Roseline A Mfon, Ph.D

Director

State Education Quality Assurance Service

For: Hon. Commissioner