

FIRST SCHEDULE
(REGULATIONS)

REPUBLIC OF ZAMBIA

THE EDUCATION (REGISTRATION OF PRIVATE SCHOOLS) REGULATIONS 1975

APPLICATION FOR THE REGISTRATION OF PRIVATE SCHOOLS

INSTRUCTIONS:

To be completed in quadruplicate:

1. Original to the Minister
2. Duplicate and triplicate to the Provincial Education Officer
3. Quadruplicate to be retained by applicant

PART 1

(To be completed by applicant)

**TO: THE MINISTER
MINISTRY OF EDUCATION
P.O. BOX 50093
LUSAKA**

I (full name in BLOCK LETTERS)

Address:.....

do hereby apply for registration of private school in accordance with Section 18 c (1) of the Act

Date Signature of the applicant.....

The following information to be completed in full:

1. (a) Name of the proposed school
- (b) Address:.....
- (C) Precise location (Showing land, reference numbers where applicable, Plot or farm number, etc)
.....
.....
.....
- (d) Telephone number
2. Particulars of this proprietor(s)
 - (a) Name(s)
 - (b) Address:.....
 - (c) Telephone number(s).....

- (d) Date of birth:
 - (e) Date of entry into Zambia (for non Zambian)
 - (f) Qualifications (Certified copies of relevant documents to be enclosed)
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 - (g) Teaching experience (give names of institutions, classes and period involved)
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3. Finance:
- (a) Details of fixed capital:.....
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 - (b) Details of recurrent expenditure:.....
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4. State whether the school will be affiliated o any other institution or organisation inside or outside Zambia
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5. Give the classification of the institution (i.e. Basic, Secondary, High, College, e.t.c.)
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6. State whether the institution is registered under any other Act in Zambia, e.g. Companies Act. (Send a copy of any such registration, including dates)
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7. Types of courses to be offered:
- (a) By formal teaching
 - (b) By tutorial

- (c) By laboratory
- (d) By other methods (specify)
- 8. Courses (give a list of all courses offered or taught by the school and subjects taught in each course)
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- 9. The following information to be given about each course
 - (a) Length of course in years:.....
 - (b) Hours or number of lessons per week for class instruction
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 - (c) Level at which instruction is offered:
 - (d) Type of certificate to be awarded:.....
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- 10. Entry requirements
 - (a) Academic
 - (b) Age limit (if any)
 - (c) Uniform required (if any)
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- 11. Fees
 - (a) State the type of fees charged (enrolment, tuition):.....
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- 12. Give a list of the teaching staff on the separate sheet attached here (A set of Photostat copies of professional and academic certificates of each member of the teaching staff shall accompany each copy of the application form to the Minister. Original certificate to be shown to the inspectors on demand)
- 13. List of equipment under the following headings
 - (a) Classrooms:.....

- (b) Laboratory:
- (c) Office:.....
(Separate list to be attached if necessary)

14. Institutional facilities (Submit building plans)

- (a) State whether buildings used are rented or owned:
- (b) Is water available:
- (c) Is electricity available:
- (d) State whether toilets at school are water-borne (if not what type)
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.....
- (e) State whether the school has a library or tuck shop/ canteen
.....
- (f) State the total number of pupils in the school by sex
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- (g) State the maximum number of pupils to be accommodated per class
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.....
.....

15. Hostels:

- (a) State the name of the proprietor of the hostels
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- (b) State whether the hostels have piped water:
- (c) State whether the hostels have electricity:
- (d) State whether the hostels are within or without the municipal boundary:.....
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- (e) Give the size and the number of rooms and windows
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- (f) Give the number of beds in each room
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(g) Give the maximum number of occupants per hostel room

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(h) State the number of pupils in the hostel by sex:

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(i) Give the number of the toilets in each hostel

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(j) Give details of the estimated cost of accommodation and food per student per week/term/year

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(k) Give details of the weekly menu

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16. CERTIFICATION

I hereby certify that the above information is correct and complete:

1. Name of officer

Signed Position

Date

2. Name of officer

Signed Position

Date

- NB.** 1. Where space is insufficient, please attach a separate sheet
2. Every application for registration shall be accompanied by a registration fee of:

Basic school	K50, 0000.00
Secondary/ High school	K100, 000.00
College	K500, 000.00

17. COMMENTS BY THE PROVINCIAL EDUCATION OFFCER

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