



BAUCHI STATE MINISTRY OF EDUCATION

GUIDELINES FOR REGISTRATION AND REGULATION OF PRIVATE SCHOOLS IN BAUCHI STATE

INTRODUCTION

In accordance to the provision of [Bauchi State Education Law Cap 45 2006](#), which provides the guidelines for registration of **Private Schools** in Bauchi State as follows:

REQUIREMENTS

Submission of Application Requirements applies to Kindergarten, Nursery, Primary and Secondary Schools.

- a. School's Staff Disposition List
- b. Staff Credentials as claimed in the Disposition List (a) above.
- c. Certificate of Occupancy (CofO) of the school site.
- d. Site Building Plans Approved by Bauchi State Development Board.
- e. Registration with Corporate Affairs Commission (CAC).
- f. MOE Inspection Report
- g. Reassessment Inspection Report
- h. BASEPA Inspection Report
- i. Fire Service Inspection Report
- j. Police Inspection Report
- k. Registration with State National Association of Proprietors of Private Schools (NAPPS)

PROCEDURES

- a. An applicant would obtain an application from the Private Schools Unit of the Ministry of Education, Bauchi at Education Center, No. 8. P.O. Box 064, Railway Road, Opposite Emirs Drive, Bauchi **Contact No. 08188369360** at the rate of **N10,000**.
- b. The payment is made through the Revenue Officer in the Ministry, who generates a Remita to the applicant for subsequent payment through

the TSA (Polaris Bank IGR Account of Bauchi State Government or via POS in the Ministry through the Revenue Collection Consultant) within 1 day.

- c. Upon the purchase of registration form, the applicant would pay a minimum **N15,000 (Nursery)** and a maximum of **N150,000 (Primary to Senior Secondary Schools)** ([see Bauchi State Tax Harmonization Law, 2020 page 57-58](#)) as registration fees.
- d. If all requirements are met, according to the category of the application, a First Inspection is carried out, which is a physical inspection by a team of combined inspectors from Private Schools Unit and Directorate of Quality Assurance, within 1 day.
- e. Upon the completion of a successful inspection, a comprehensive report is forwarded to the Director, Quality Assurance for review and recommendation, which is forwarded to the Honorable Commissioner for approval through the Permanent Secretary within a minimum 7 days.
- f. The applicant is issued with a duly signed approval letter upon the sighting and confirmation of original receipts of application fees, registration fees and payment of annual renewal fees.
- g. The applicant would apply for Certificate of Registration to the Honorable Commissioner.
- h. Upon the receipt of approval of the certificate of the Honorable Commissioner, the applicant is now certified to operate a Private School.

Prepared by:

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Ministry of Education, Bauchi State.**

FEES AND CHARGES

11. APPLICATION/ REGISTRATION AND ANNUAL RENEWAL FEES OF PRIVATE SCHOOLS

(To be assessed by Ministry of Education)

S/N	DESCRIPTION OF REVENUE	RATES	
		BAUCHI METRPOLIS	OTHER LOCATIONS
1	Application Forms for Permission to Operate Private Schools	N10,000.00	N10,000.00
2	Application Form for Permission to Operate Private Tertiary Institutions	N50,000.00	N50,000.00
3	Registration of Tutorial Classes	N10,000	N5,000
4	Renewal Tutorial Classes	N5,000	N2,500
5	Registration of Daycare Centre	N30,000	N20,000
6	Renewal of Daycare Centre	N5,000.00	N2,000.00
7	Registration of Nursery to Primary School (HC recommends separation)	N50,000.00	N25,000.00
8	Renewal of Nursery to Primary School	N25,000.00	N15,000.00
9	Registration of Nursery to Junior Secondary School (Reg.)	N100,000.00	N50,000.00
10	Renewal of Nursery to Junior Secondary School	N50,000.00	N25,000.00
11	Registration of Nursery to Senior Secondary School (Reg.)	N150,000.00	N75,000.00
12	Renewal of Nursery to Senior Secondary School	N75,000.00	N35,000.00
13	Registration of Tertiary Institution	N500,000	N500,000