



## NASARAWA STATE OF NIGERIA

### MINISTRY OF EDUCATION

**Jos Road, Opposite the Federal Secretariat Bukan-Sidi, Lafia**

Contact: 08030402910 or 08055969887

*Office Hours: 8:00am - 4:00pm (Mondays - Friday)*

#### Procedure for the Registration of Private Schools in Nasarawa State

The Nasarawa State Ministry of Education is empowered to grant provisional and full approval (certificate) and regulate the operation of private Nursery, Primary and Secondary Schools in the state. The Ministry is located along Jos Road, Opposite the Federal Secretariat Bukan-Sidi, Lafia.

#### Application Procedure

##### Step one

###### **Application** (*this is completed in 24 hours*)

Submission of three (3) copies of written notification of intention to establish and operate a private school addressed to the Honourable Commissioner, Ministry of Education Nasarawa State

##### Step two

###### **Issuance of Forms and Guidelines** (*this is completed in 24 hours*)

The applicant is issued forms and guidelines for the operation of private schools in the state by the Director of Quality Assurance in the Ministry

##### Step three

###### **Submission of Application Form** (*this is completed in 24 hours*)

The completed application forms are filled and submitted to the Director of Quality Assurance in the Ministry by the applicant alongside relevant documents of the applicant and his/her employed staff

#### Step Four

##### **Evaluation of Facility** *(This is completed within a week)*

The Honourable Commissioner shall appoint evaluators from the Area Quality Evaluation Office to visit the school and evaluate the standard of the facilities available. Subsequently, a report on the evaluation exercise is forwarded to the Honourable Commissioner.

#### Step Five

##### **Follow-up Evaluation** *(this is completed within a week)*

Officers of the Private Schools Unit (PSU) from the Ministry shall conduct a follow-up evaluation using standard instruments and report their findings, observations and recommendations to the Honourable Commissioner through the Director of Quality Assurance of the Ministry.

#### Step Six

##### **Issuance of Provisional Approval** *(this is completed within 2 week)*

Following the successful evaluation of the school and submission of necessary documents, a Provisional Approval is granted while the full approval is issued after six (6) months.

#### Step Seven

##### **Issuance of Full Approval (Certification)** *(this is completed within 6 months after the issuance of Provisional Approval)*

Having met or fulfilled all the requirements, the school is issued a certificate of operation by the Honourable Commissioner

### Requirements/Documentation

#### **The documents required for the registration of private schools include:**

- i. CofO or RofO
- ii. Building Plan Approval
- iii. Site Plan
- iv. Report from the National Association of Proprietors of Private Schools
- v. Report from the Health Department of the respective Local Government
- vi. Evidence of payment of the registration fee required

- vii. Credentials of the Teachers engaged by the school
- viii. Certificate of National Social Insurance Trust Fund
- ix. Statement of Account from the school
- x. Area Office Report
- xi. Receipts of payment
- xii. Phone number and e-mail address of the School Proprietor
- xiii. Bye Law/Regulation of the school

### Approved Fees

Grade	Location	Registration		Annual renewal	
		Secondary Schools (N)	Nursery/ Primary School	Secondary Schools (N)	Nursery/ Primary School
Urban	Karu & Masaka	350,000.00	300,000.00	50,000.00	40,000.00
Semi-urban	Akwanga, Keffi, Lafia & Nasarawa	250,000.00	200,000.00	40,000.00	30,000.00
Rural	Awe, Doma, Keana, Obi, Kokona, Toto, Wamba, & Nasarawa Eggon	200,000.00	150,000.00	35,000.00	25,000.00
village	Andaha, Agyaragu, Agwada & others	100,000.00	70,000.00	25,000.00	20,000.00

### Mode of Payment

Visit [NSIRS](#) and take the following steps to generate invoice and make payment:

- Click on Make Payment
- Click on Generate Invoice
- Select the category of entity from the dropdown
- Fill out the information required to generate an invoice
- Carefully select payment type while filling out the form and submitting it.
- Click the 'Proceed to Payment' button
- Choose your method of payment.
- Enter your invoice number and submit, and a new tab will be opened to enable you to make a payment.
- Download the receipt after successful payment.

## Legal Backing

The Nasarawa State Harmonization Law 2021 and Administration of Revenue Law 2020 [here](#) stipulate the fees and rates charged by the Nasarawa State Ministry of Education to register private schools in the state.

## Timeframe

Provisional Approval is granted within two (2) weeks upon the completion of the registration process and payment of the required fee. The full approval is issued after six (6) months after the issuance of Provisional Approval.

## Inquiries and Complaints

All inquiries and complaints can be directed to the Director of Quality Assurance, 08030402910 or 08055969887

Signed:

**Honourable Commissioner**  
Ministry of Education, Nasarawa State  
18<sup>th</sup> December, 2023

