

THE UNITED REPUBLIC OF TANZANIA

Form No. RS 8

THE EDUCATION ACT

(No. 25 OF 1978)

Section 25

APPLICATION FOR REGISTRATION OF NON-GOVERNMENT SCHOOL

To: The Chief Education Officer,
Ministry of Education, Science and Technology
DAR ES SALAAM.

u.f.s. Zonal Chief Inspector of Schools.

SECTION A: To be completed by the Manager (where the Manager is a body of person by the authorized officer of the Organisation).

- 1. (a) Proposed name of the school
(b) Type of School/Bias
(c) Proposed date of opening
2. (a) Name of owner
(b) Particulars of approval of owner
3. (a) Name of Manager
(b) Address of Manager
(c) Particulars of approval of Manager
(d) Name of Organization
(e) Name and designation of authorized officer

**4. LOCATION OF SCHOOL:**

Region ..... District or Municipality/City .....

Division ..... Ward ..... Plot number/village (whichever applicable).

Every application should be accompanied by:

- (a) a copy of certificate from the relevant authority (District, City/Town Engineer) indicating that the use of the site for school purposes is consistent with the plans of the particular locality.
- (b) a copy of certificate from the Health Officer of District, Municipal/City Health Officer indicating that any existing building conform to health and safety regulations, and
- (c) a copy of particulars of titles to land e.g. right of occupancy, lease etc.

**5. DESCRIPTION OF BUILDINGS:**

- (a) Existing (a copy of the plans should be attached)  
.....  
.....
- (b) Proposed (a copy of the building plans should be attached)  
.....  
.....
- (c) Maximum number of pupils to be accommodated  
.....  
.....

**6. FINANCE:**

- (a) Sum of money that the applicant is prepared to deposit to meet the cost of building the school .....
- (b) Proposed annual frees: Tuition ..... Boarding .....
- (c) Other sources of finance .....
- (d) School materials required to be provided by pupils .....

**7. ACADEMIC PARTICULARS:**

- (a) Maximum number of streams ..... Maximum number of pupils/students ..... highest standard/form/level .....
- (b) Source of recruitment of pupils .....
- (c) (i) Subjects and courses to be offered .....
- (ii) Final examinations to be offered .....
- (iii) Type of awards to be granted upon successful completion of the course .....

**8. STAFF POSITION:**

**(i) TEACHING STAFF:**

- (a) Total number of teachers required .....
- (b) Proposed ratio of teachers to pupils .....
- (c) Particulars of teachers available:

The list of teachers showing name, nationality, education and professional qualifications, subjects qualified to teach, months of teaching experience and salary per month should accompany this application.

9. Name and address of proposed auditors of the school

.....  
.....

10. Name and Signature of Applicant .....

Designation .....

Date ..... Place .....

**NOTE:** Completed application forms should be submitted in duplicate to the Zonal Chief Inspector of schools.

**(FOR OFFICIAL USE)**

**SECTION B:** To be completed by Zonal Chief Inspector of Schools.

11. I certify that following an inspection of the school:

- (a) the buildings are suitable/not suitable for the purpose of a school
- (b) the equipment is adequate/not adequate
- (c) the teaching staff is adequate/not adequate.

Further remarks if any .....

.....

12. I recommend that registration of the school be approved/delayed/rejected.

13. Name of Zonal Chief Inspector of Schools .....

Signature ..... Date .....

Official Stamp .....

14. Commissioner of Education's decision:

- (a) Registration accepted/not accepted
  - (b) Name of School approved/not approved
  - (c) Remarks (if any) .....
- .....
- .....

Signature ..... Date .....

**REGISTRATION NO.**.....