

**MINISTRY OF EDUCATION JAMAICA**  
**APPLICATION FOR REGISTRATION**  
**OF**  
**AN INDEPENDENT SCHOOL**

(Application No. .... of 19 .....) )

(Return to be made for the purpose of Registration under  
Section 25 of the Education Act 1965 and Regulation 5 (1)  
Independent Schools Regulation (Regulations 1973)

**TO THE REGISTRAR OF INDEPENDENT SCHOOLS,**

Ministry of Education  
2 National Heroes Circle,  
P.O. Box 498  
Kingston 4.

- (1) Name of School .....  
Email .....
- (2) Full Postal Address .....  
Phone .....
- (3) Full Name and Address of Proprietor or Responsible Body  
.....
- (4) The Names and Address of the members of the managing or governing body, if any  
.....  
.....  
.....
- (5) The total area of the school premises.....  
.....
- (6) The number and size of classrooms.....  
.....
- (7) Details of the furniture and other equipment to be used  
.....  
.....
- (8) Details of Library and laboratory facilities.....  
.....
- (9) The areas (if any) allotted as playgrounds.....  
.....
- (10) The number and type of latrines used in connection with the school  
.....  
.....

(11) Provisions for supply of drinking water .....

.....

(12) The hours during which school is opened.....

.....

(13) The holidays to be observed.....

.....

.....

(14) Number of full-time pupils at the date on which this form is signed.

Age Last Birthday	Below 8	8	9	10	11	12	13	14	15	16	17	18	19	Above 19	Total
BOYS															
GIRLS															

(15) Number of boarders included in (14) above

Boys..... Girls.....

(16) Teaching Staff:

	Surname including maiden name in case of married woman	First Name	Qualifications (e.g. University Degree Diploma or Certs.)	Date of Birth in full
(i) Principal				
(ii) Full-time Teacher				
(iii) Part-time Teacher				

I/We certify the above particulars to be correct and hereby apply under Section 25 (4) of the Education Act, 1965 for the above-named school to be registered.

.....  
(Signature of Proprietor)

.....  
Date

.....  
Witnessed By

.....  
Date

This Form must be accompanied by:

- (a) a simple sketch or diagram of the school premises.
- (b) a simple floor plan of the building.
- (c) a copy of the school's prospectus.
- (d) particulars of fees charged for tuition in respect of each course.
- (e) particulars of boarding fees (if any) for each age group or grade:
- (f) a copy of school's curriculum.
- (g) evidence of teachers' qualifications (copies of certificates)
- (h) school rules
- (i) teachers' contract
- (j) two recommendations for the proprietor

FOR OFFICIAL USE ONLY

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1. File Ref. No. .... Initial

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2. Provisional Registration: (a) Date Received .....  
(b) Recorded at Vol. No. ....  
Folio .....

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3. Inspection: (a) Inspector .....  
(b) Date referred .....  
(c) Date of receipt of Report .....

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4. Submission to Committee: (a) Documents sent .....  
(b) Date despatched .....

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5. Consideration by Committee: (a) Meeting Date .....  
(b) Recommendations .....  
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(c) Date returned to Registrar .....

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6. Final Registration: (a) Recorded at Vol. No. .... Folio .....

(b) Date of Notice to Proprietor .....

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7. Notice of Complaint: (a) Objectionable Grounds .....

(b) Date of Notice of Complaint .....

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(c) Date of Service of Notice .....

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\* Please delete the one which is not applicable