

Agency : PRIVATE EDUCATION SECTION (BPS), MOE  
 Version : 1  
 Language : ENGLISH

Category No.	Category	FAQs No.	Frequently Asked Questions	Answer
1	General	1.1	What are the roles of the Private Education Section (BPS)?	One of the main role of BPS is as a regulatory body responsible for licensing private educational institutions in Brunei Darussalam - establishes (with partner authorities) the standards for educational operations, authorizes operations, approves programs, issues or denies licenses to, and oversees, all registered private educational institutions, regulates and enforces laws and regulations, investigates student and faculty complaints against educational institutions under its jurisdiction. For more information on the roles and responsibilities of BPS, check MOE official website (under Private Education Section).
		1.2	Can private educational institutions operate at commercial buildings	Yes but only Higher Educational Institutions and non-formal Private educational institutions such as tuition school/ centre, skills centre and computer school.  Formal private schools offering primary and secondary education (main stream schools), including kindergartens must operate in own premise which meets the standard requirements and criteria
		1.3	Are the courses offered by private higher educational institutions accredited by MOE?	Prior to offering any courses / program, all private higher educational institutions shall refer to the Private Education Section who will submit the application to Brunei Darussalam National Accreditation Council (BDNAC/MKPK) for accreditation before giving approval.
2	Information	2.1	Are forms available / downloadable online	Available forms online:  i) Registration for Educational Institution Application Form[First Schedule(Form A)]  ii) Registration as a governor /Board Director of an Educational Institution Application Form Listing of Board of Governors / Directors (BOG/BOD) Statement Form (Penyata A)  iii) Registration as a Teacher Application Form [Second Schedule (Form B)]

				<ul style="list-style-type: none"> <li>iv) Permit to Teach Application Form[Second Schedule (Form D)]</li> <li>v) Admission of A Child To A Government / Private School Application (BPS12)</li> <li>vi) Particulars of Parent- Teacher Association (PTA) members Form</li> </ul>
		2.2	What other forms are required for submission?	<p>Other forms to be submitted (available at BPS) are application for:</p> <ul style="list-style-type: none"> <li>i) Renewal Of Registration Of Educational Institutions [Third Schedule (Form B)]</li> <li>ii) Change of Address / Alteration of Premises of An Educational Institution [Sixth Schedule]</li> <li>iii) Extension of Period of Permit to Teach [Second Schedule (Form F)]</li> <li>iv) Change Particular in a Permit to Teach [Second Schedule (Form G)]</li> <li>v) Registration of a Parent-Teacher Association</li> </ul>
		2.3	How do we know if an education institution is registered with MOE?	<p>List of fo</p> <p>Formal private educational institutions registered with MOE is made available and updated yearly in the MOE website. Approved and authorised private educational institutions shall also exhibit its certificate of registration (valid for the year) at conspicuous place in the premises of the educational institution</p>
		2.4	What other guidelines /notes are available for prospective / operating Private educational institutions?	<p>Checklist for/of :</p> <ul style="list-style-type: none"> <li>i) Application for Renewal of Certificate of Registration</li> <li>ii) Registration of Teacher</li> <li>iii) Appointment of Principal / Head Teacher</li> <li>iv) Documents required for registration of a pupil</li> </ul>
3	License	3.1	Who needs to register	<p>All kindergartens, primary and secondary schools, post-secondary including tertiary / higher education institutions, technical and vocational schools, non-formal schools: tuitions, computer , skills, Arts , language schools/ centres, correspondence schools and institutions offering long-distance learning via internet, shall register under the Education Act (Cap 210)</p> <p>Unapproved or unauthorized schools are in violation of the law and may be subject to civil and criminal penalties and fines</p>

		3.2	Where do I register?	Private Education Section, 4 <sup>th</sup> Floor, Block D, Ministry of Education Building, Old Airport Site, Berakas BB3510.
		3.3	How do I register?	A prospective PEI should at first submit a letter of intent to establish and register an educational institution, stating the type, and nature of program to be offered and the proposed institution name. The prospective PEI approved to establish a PEI should then make application to register - familiarising itself with the registration requirements and ensure that it has the ability to meet the legislative obligations before registration. The key information and/or documents are needed at the point of application. BPS may request for additional information not listed above from the PEI where required. No prospective PEI is allowed to advertise, recruit students, or operate before it has been granted registration by BPS, or after the expiry of its period of registration.
		3.4	What are the registration requirements?	A guideline handbook to establish and register a private educational institution including the requirements shall be provided by BPS together with the application form at the counter.