

First Schedule, Form A - Application for Registration of Educational Institution

1. Applicants who wish to set up a new private institution/school in Negara Brunei Darussalam is required to fill in the form of First Schedule, Form A - Application for Registration of Educational Institution. These form only to be submitted **AFTER**
 - (i) Consultation by the officer in-charge;
 - (ii) Assessment of Proposal and
 - (iii) Inspection of premise by Private Education Section.
2. Each applicant must complete 8 (Eight) copies of this form to be typed or written legibly in blue or black ink.
3. The following documents should be submitted with the form:
 - a. A covering letter
 - b. Letter of appointed register architect
 - c. 8 copies of the
 - (i) approved plan;
 - (ii) location plan;
 - (iii) floor plan;
 - (iv) layout plan;
 - (v) curriculum;
 - (vi) time-table (if the institution is a school);
 - (vii) school rules (if the institution is a school);
 - (viii) Tenancy agreement.
4. The complete forms will be required to be submitted by the applicant to :

Private Education Section
4th Floor, Block D,
Ministry of Education Building
Old Airport Road, Berakas,
Negara Brunei Darussalam.
5. **Tenure of Application**
 - a. **Eligibility of Applicant**
 - Applicants must be citizens of Negara Brunei Darussalam.
 - b. **Minimum Qualification of Applicants**
 - For Kindergarten and Primary Level, applicant must have at least credit passes in 5 GCE Ordinary Level subjects and must have credit in Bahasa Melayu, English Languages and Mathematics or have minimal experience for not more than five years as a teacher.

- Applicants must satisfy condition no 2.a and must have experience as Head Master or Assistance Head Master in Government schools or private school no less than 5 years.
- Applicant with qualification in PGCE and E.Ed or M.Ed is an advantage.

6. Guidelines for Applicant

1. Application for setting up a institution

- a. Distances between the locations of propose school and existing school must be more than 3 kilometer apart.
- b. Some notes to take :
 - i. If choosing a location in a commercial building/area
 1. Condition of premise must be commercial;
 2. The propose premise must be in the 1st floor;
 3. Only one type of school in one block.
 - ii. If choosing a location in a private resident
 1. Condition of premise must be business and owner must apply of additional condition of 'school' in the change of use;
 2. No one allows to reside in the premise;
 3. The area of the premise must be suitable accordance to the type of schooling.

7. Fees

Type of institution	Fee
1) Kindergarten	B\$200.00
2) Primary School	B\$300.00
3) Secondary School	B\$300.00
4) Higher Institution	B\$300.00
5) Skill / Music / Computer Centre	B\$400.00
6) Tuition Centre	B\$400.00

Third Schedule Form B - Application for Renewal of Certificate of Registration

6. All registration of registered school / institution compulsory to be renewal annually.
7. Applicant is advisable to submit their application at least 3 months before the date of registration expires.
8. Each applicant must complete 1 copy of this form to be typed or written legibly in blue or black ink.
9. The following documents should be submitted with the form:
 - d. A covering letter;
 - e. Original Certificate of Registration of Institution.
10. The complete forms will be required to be submitted by the applicant to :

Private Education Section
4th Floor, Block D,
Ministry of Education Building
Old Airport Road, Berakas,
Negara Brunei Darussalam.

8. Fees

Type of institution	Fee
1) Kindergarten	B\$100.00
2) Primary School	B\$150.00
3) Secondary School	B\$150.00
4) Higher Institution	B\$150.00
5) Skill / Music / Computer Centre	B\$200.00
6) Tuition Centre	B\$200.00

Third Schedule Form B - Application for Registration As a Teacher

1. All NEW TEACHERS in private school / institution compulsory to be registered.
2. Schools / institutions are advisable to submit their application at least 3 months before the date of registration expires.
3. Each applicant must complete 2 copies of this form to be typed or written legibly in blue or black ink.
4. The following documents should be submitted with the form:
 - f. A covering letter;
 - g. 2 copies of passport sized photograph;
 - h. Copy of certificates;
 - i. Copy of certified English translations of supporting documents [i.e.: certificates, testimonial and transcripts must be submitted for documents that are not in English].
 - j. 1 copy of passport.
5. The complete forms will be required to be submitted by the applicant to :

Private Education Section
4th Floor, Block D,
Ministry of Education Building
Old Airport Road, Berakas,
Negara Brunei Darussalam.

9. Fees

Type of institution	Fee
1) Kindergarten	B\$100.00
2) Primary School	B\$100.00
3) Secondary School	B\$100.00
4) Higher Institution	B\$100.00
5) Skill / Music / Computer Centre	B\$100.00
6) Tuition Centre	B\$100.00

First Schedule – Application for Admission of a child to a government / private school

1. New or transferred student to the private schools must fill in the First Schedule – Application for Admission of a child to a government / private school.
2. Please submit the following documents with the form –
 - Three copies of this form must be sent together with the particulars required in Part I.
 - Part I must be filled by the parent.
 - Part II must be filled by the head teacher or principal of the school applied.
3. 2 copies of the following documents must be accompanied with the application form that is birth certificate, identity card and passport of pupil and parent.
4. If the pupil's mother/father (non-citizen) is working in this country, please submit a certified copy of employment pass, dependant pass and certified letter from employer, as the case may be.
5. If the application is not from the parent of the pupil, please submit personal documents as in paragraph (iv) and 2 certified copies of letter of evidence in respect of his relationship with the pupil.
6. In the case of an application under sub-regulation 4(3), a statutory declaration from the appointed guardian or sponsor as to his willingness to act as guardian or sponser to child concerned.
7. A letter of agreement signed by school and parents which be endorsed by the Private Education Section, Ministry Of Education and effective upon the issuance of pupils registration certificate.

6. The complete forms will be required to be submitted via school to :

Private Education Section
4th Floor, Block D,
Ministry of Education Building
Old Airport Road, Berakas,
Negara Brunei Darussalam.