



# Process guidelines for obtaining Private School registration Licence.

In accordance to Kwara State Codification and Revenue Regulated Codes and Rate Regulation, 2021 and Kwara State Revenue Administration law (2016) as amended and Education Law, Laws of Kwara State (2004) .

1. The applicant will go Ministry of Education and Human Capital Development located at Ahmadu Bello Way, GRA, Ilorin, Kwara State and request to apply for Private School registration License and fill the Form appropriately. The Form is at no cost
2. Applicant submit filled form with the following documents:
  - i) Deed of Ownership of the Landed property.
  - ii) Qualifications of minimum of 5 staff
  - iii) Building plan,
  - iv) Health inspection report ( Ministry of Health)
3. After submission of all documents listed, the Quality Assurance Bureau from the aforementioned Ministry will verify documents submitted and if the school is visible for approval the inspection of the School is done by the Quality Assurance Bureau verify the information submitted by the school. The verification and inspection is done within 2 days.
4. During inspection the following will checked whether in place:
  - i) Number of class rooms
  - ii) The availability of adequate toilet
  - iii) Number of offices
  - iv) Availability of sick bay/ Health official
  - v) Availability of Library
  - vi) Availability of School bus
  - vii) Security of the school and safety measures in place for the students
5. If the School is certified for approval based on the report from the inspection, the Quality Assurance Bureau, shall advise the applicant immediately, and appropriately on the fees to be paid for the license to operate school.

License fee and Registration fee vary and it is determined on the capacity of school as follows: <https://irs.kw.gov.ng/wp-content/uploads/2022/12/License-fee-and-Registration-fee-for-Private-School.pdf>

Category	Amount (₦) License fee	Amount (₦) Registration fee
Normal School (Primary)	150,000.00	25,000.00
Secondary	200,000.00	50,000.00
Highbrow School (Primary)	200,000.00	150,000.00
Secondary	600,000.00	200,000.00

6. The applicant is further advised to make payment to Kwara State Internal Revenue Service using the online payment platform via Card payment method based on the school category for the license.
7. Payment is verified and confirmed immediately by Revenue Officer, Kwara State Internal Revenue Service through the Service online payment platform and receipt shall be issued immediately. If otherwise, the applicant shall be communicated to hold on for confirmation within 24 hours in case of possible reversal from the applicant's bank.
5. After confirmation, the applicant shall take the payment receipt issued by Kwara State Internal Revenue Service to Ministry of Education and Human Capital Development for issuance of Provisional Approval license to operate school within 48 hours
6. After 2 years of provisional approval being given, the Quality Assurance Bureau shall go back to the school for another inspection, after which the school will be advised on payment for registration fee, if certified okay via online payment platform (Card method).
7. Payment is verified and confirmed immediately by Revenue Officer, Kwara State Internal Revenue Service from via the Service online payment platform, the applicant shall be issued Approval to operate school certificate within 48 hours.
8. The turnaround time for the whole is process 8 working days, considering the confirmation, inspection period and subject to all conditions met.

For further information, kindly refer to Kwara State Internal Revenue Service, 27 Ahmadu Bello Way, GRA, Ilorin, or call 07006959477, or email: [Helpdesk@kw-irs.com](mailto:Helpdesk@kw-irs.com), or visit Ministry of Education and Human Capital Development, Ahmadu Bello Way GRA, Ilorin, Kwara State.

**Opening Hours:** Monday – Friday (8.00 am- 4.00 pm), except on Public Holidays.

SIGNED:

Executive Chairman

Kwara State Internal Revenue Service

November, 2022