

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 45 OF 2021

The Education Act
(No. 23 of 2011)

**The Education (Aided Educational Institutions)
Regulations, 2021**

Regulations

1. Title
2. Interpretation
3. Application for aided institution status
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IN EXERCISE of the powers contained in section 82 and 132 of the Education Act, 2011, the following Regulations are made:

- | | |
|---|--------------------------------------|
| <p>1. These Regulations may be cited as the Education (Aided Educational Institutions) Regulations, 2021.</p> | Title |
| <p>2. In these Regulations, unless the context otherwise provides—</p> <p>“certificate” means a certificate of aided status issued in accordance with regulation 3;</p> <p>“Provincial Education Officer” means a public officer appointed as a Provincial Education Officer; and</p> <p>“District Education Officer” means a public officer appointed as a District Education Officer.</p> | Interpretation |
| <p>3. (1) A person, organisation or community that establishes, owns or maintains an educational institution that seeks to be granted aided status shall apply to the Minister in Form I set out in the First Schedule on payment of the prescribed fee set out in the Second Schedule.</p> <p>(2) The Minister shall, within fourteen days of receipt of the application under sub-regulation (1), grant or reject the application.</p> <p>(3) The Minister shall, where the Minister grants an educational institution aided status, issue the institution with a certificate in Form II set out in the First Schedule.</p> <p>(4) The Minister shall, where the Minister rejects the application, notify the applicant of the rejection in Form III set out in the First Schedule.</p> | Application for aided status |
| <p>4. A person, organisation or community that establishes, owns or maintains an educational institution may apply to the Minister for aided status if that educational institution -</p> <p>(a) is registered in accordance with the Act and is in possession of a valid certificate of registration;</p> <p>(b) has obtained from the department responsible for standards in the ministry responsible for general education, within six months of the application for aided status, a report and favourable recommendation of that institution; and</p> <p>(c) has an operational board of management.</p> | Conditions for granting aided status |
| <p>5. (1) Where an aided educational institution receives aid, the fees charged by the institution shall be subject to the Minister’s approval.</p> | Conditions of aid |

- (2) Where an aided educational institution receives aid in the form of operational and capital development costs, the aid shall be used for the intended purpose and shall not be subject to variation.
- (3) The Minister may, where an aided educational institution changes the use of the form of aid without the consent of the Minister, order the aided educational institution to pay back the costs.
- Suspension and withdrawal of aid
6. (1) The Minister shall, where the Minister suspends the operations of an aided educational institution in accordance with the Act, request the aided educational institution to take remedial measures within a reasonable period that may be specified in the notice in Form IV set out in the First Schedule.
- (2) The Minister shall withdraw the certificate of an aided educational institution where the institution fails to take remedial measures in accordance with sub-regulation (1) in Form V set out in the First Schedule.
- Re-opening of closed aided educational institution
7. The board of management of an aided educational institution closed for a period exceeding six months may apply to the Minister for re-opening of the institution in Form I set out in the First Schedule on payment of a fee set out in the Second Schedule.
- Duplicate certificate
8. (1) An aided educational institution whose certificate is destroyed or lost may apply to the Minister for a duplicate certificate in Form VI set out in the First Schedule.
- (2) The Minister may, on receipt of an application under sub-regulation (1), issue a duplicate certificate in Form VII set out in the First Schedule.
- Register of aided educational institution
9. (1) The Minister shall keep or cause to be kept a register of aided educational institutions in Form VIII set out in the First Schedule.
- (2) The register shall include the—
- (a) name of the educational institution;
 - (b) type of aid granted;
 - (c) proprietor of the aided institution;
 - (d) site of the aided educational institution;
 - (e) number of suspended aided educational institutions; and
 - (f) date of grant of aided status.

FIRST SCHEDULE
(Regulations 3, 5, 8 and 10)

FORM I
(Regulation 3(1) and 7)

Original: Minister

Duplicate and triplicate: Provincial Education Officer

Quadruplicate: Applicant



REPUBLIC OF ZAMBIA

The Education Act
(Act No. 23 of 2011)

The Education (Aided Educational Institutions) Regulations, 2021

| APPLICATION FOR AIDED EDUCATIONAL INSTITUTION STATUS | | | |
|---|---|---|---|
| Please write in BLOCK LETTERS | Shaded fields for official use only | Application No.: | |
| | | Date/Time | |
| <i>Information Required</i> | <i>Information Provided</i> | | √ |
| TO: The Minister Ministry of General Education P O Box 50093 LUSAKA | | | |
| PART I TO BE COMPLETED BY APPLICANT | | | |
| 1. | Name(s) of Applicant: | | |
| 2. | Physical Address: | | |
| 3. | Postal Address: | | |
| 4. | Business premises: | | |
| | (a) Tel. No.: | | |
| | (b) Fax: | | |
| | (c) Mobile Phone No.: | | |
| | (d) E-mail Address: | | |
| I do hereby apply for aided educational institution status in accordance with section 81 of the Education Act. Date: Signature of Applicant: | | | |
| The following information to be completed in full: | | | |
| 5. | (a) Name of Institution: | | |
| | (b) Postal Address: | | |
| | (c) Telephone No.: | | |
| | (d) Email Address: | | |
| | (e) Precise location (showing land, reference No. where applicable), Plot or Farm No. e.t.c | | |
| 6. | Type of application | First time application <input type="checkbox"/> Re-opening <input type="checkbox"/> | |

| PART II PARTICULARS OF THE PROPRIETOR(S) | | | |
|---|---|--|-----------|
| 7. | (a) | Name(s): | |
| | (b) | Address: | |
| | (c) | Date of Birth: | |
| | (d) | NRC/Passport No.: | |
| | (e) | Date of entry into Zambia (non-Zambian) | |
| | (f) | Telephone: | |
| | (g) | Email Address: | |
| 8. | Financial Details | | |
| | (a) | Details of fixed capital: | |
| | (b) | Details of recurrent expenditure: | |
| | (c) | Tax Payers Identification No.: | |
| | (d) | Proof of Tax Returns: | |
| | (e) | Name of Bank: | |
| | (f) | Account No.: | |
| (g) | VAT certificate: | | |
| 9. | Will the institution be affiliated to any other institution or organization within or outside Zambia? | | |
| 10. | Classification of the institution: | Primary | Secondary |
| | | College | |
| | | Others, specify: | |
| 11. | Is the institution registered under any other Act in Zambia, e.g. Companies Act? | | |
| 12. | Courses/subjects offered: | | |
| | | | |
| | | | |
| | | | |
| 13. | Learners: | | |
| | (a) | Total number of learners by grade, year and gender | |
| | (b) | Total number of learners with special needs (indicate the need) by gender: | |
| | (c) | Learners under Re-entry Policy by gender: | |
| 14. | Entry requirements: | | |
| | (a) | Academic: | |
| | (b) | Age limit (if any): | |
| | (c) | Uniform required (if any): | |
| 15. | State the type and amount of fees charges (enrollment, tuition, etc): | | |
| 16. | Give a list of the teaching staff (attach relevant information) | | |

| | | | |
|---|--|---|--|
| 17. | Infrastructure: | | |
| | (a) | Number of classrooms: | |
| | (b) | Number of laboratories: | |
| | (c) | Number of offices: | |
| | (d) | Special rooms (state the type and number): (separate list to be attached if necessary): | |
| 18. | Institutional facilities (submit building plans): | | |
| | (a) | Are buildings rented or owned? | |
| | (b) | Is water available? | |
| | (c) | Is electricity available? | |
| | (d) | Are toilets at school water-born? If not, what type? | |
| 19. | Hostels | | |
| | (a) | Name of the proprietor of the hostels (i.e. if rented?) | |
| | (b) | Do the hostels have - | |
| | | (i) Piped water? | |
| | | (ii) Electricity? | |
| | (c) | Numbers of hostels? | |
| | (d) | Maximum number of occupants per hostel: | |
| | (e) | Number of toilets in each hostel: | |
| | (f) | Estimated cost of accommodation and food per student per week/term/year: | |
| 20. | Form of aid applied for: | | |
| | (a) | Subsidy | |
| | (b) | Provision of any materials | |
| | (c) | Operational and capital development | |
| | (d) | Provision of teachers | |
| | (e) | Combination of two or more of the forms of aid | |
| | (f) | Other | |
| 21. | Justify in not more than 1000 words/ 1 page (attach) why you are applying for aided status | | |
| 22. | Attachments | | |
| | (a) | Certificate of Registration | |
| | (b) | PACRA Certificate | |
| | (c) | Tax Returns | |
| | (d) | Bank Statement | |
| <p>DECLARATION</p> <p>I declare that the information I have stated is correct and truthful to the best of my knowledge and belief.</p> <p>.....</p> <p style="text-align: center;"><i>Name</i> <i>Designation</i></p> <p>.....</p> <p style="text-align: center;"><i>Signature</i> <i>Date</i></p> | | | |



REPUBLIC OF ZAMBIA

Certificate No.: -----

The Education Act
(Act No. 23 of 2011)

The Education (Aided Educational Institutions) Regulations, 2021

**CERTIFICATE FOR GRANT AIDED
EDUCATIONAL INSTITUTION**

This is to certify that

.....

Institution

Having complied with the provisions of the Education Act, 2011, applicable to aided educational institution is issued this

CERTIFICATE

This Certificate is limited to (type of aid):

.....
.....

and is valid for the period

from to

Done at Lusaka this day of, 20.....

.....

Minister

FORM III
(Regulation 3 (4))

Original: Minister

Duplicate and triplicate: Provincial Education Officer

Quadruplicate: Applicant



REPUBLIC OF ZAMBIA

The Education Act
(Act No. 23 of 2011)

The Education (Aided Educational Institutions) Regulations, 2021

NOTICE OF REJECTION OF APPLICATION

(1) Here insert name and address of the applicant

To (1).....
.....

(2) Here insert the reference No. of the application

IN THE MATTER OF (2).....you are notified that your application for (3)..... has been rejected by the Minister on the following grounds:

(3) Here insert type of application

- (a)
- (b)
- (c)
- (d)

Dated this day of 20.....

(4) Signature of Minister

(4)
Minister

OFFICIAL
STAMP

FORM IV
(Regulation 6(1))
Original: Minister

Duplicate and triplicate: Provincial Education Officer
Quadruplicate: Applicant



REPUBLIC OF ZAMBIA

The Education Act
(Act No. 23 of 2011)

The Education (Aided Educational Institutions) Regulations, 2021

**NOTICE OF SUSPENSION/REVOCAION OF AIDED EDUCATION
INSTITUTION STATUS CERTIFICATE**

- (1) Here insert the full names and address of certificate holder To (1).....
- (2) Here insert the Certificate No. that your licence has been *suspended for a period of (3).....
- (3) Here insert number of days stipulated on the following grounds:
 - (a)
 - (b)
 - (c)
 - (d)

Accordingly, you are requested to show cause why your certificate should not be withdrawn and to take action to remedy the breaches set out in paragraphs (above) within (3) days of receiving this notice. Failure to remedy the said breaches shall result in the withdrawal of your certificate.

Dated this day of 20.....

(4) Sign by Minister

(4)
Minister

OFFICIAL
STAMP

*Delete as appropriate

FORM V
(Regulation 6 (2))

Original: Minister
Duplicate and triplicate: Provincial Education Officer
Quadruplicate: Applicant



REPUBLIC OF ZAMBIA

The Education Act
(Act No. 23 of 2011)

The Education (Aided Educational Institutions) Regulations, 2021

NOTICE OF WITHDRAW OF CERTIFICATE OF STATUS

(1) Here insert the full names and address of Certificate To: (1).....
.....

(2) Here insert the Certificate No. **IN THE MATTER OF** (2) you are notified that your grant of certificate of status has been withdrawn on the following grounds:

- (a)
- (b)
- (c)
- (d)

Dated this day of 20.....

(3) Sign by Minister

(3)
Minister



***Delete as appropriate**

FORM VI
 (Regulation 8 (1))
 Original: Minister
 Duplicate and triplicate: Provincial Education Officer
 Quadruplicate: Applicant



REPUBLIC OF ZAMBIA

The Education Act
 (Act No. 23 of 2011)

The Education (Aided Educational Institutions) Regulations, 2021

NOTICE OF WITHDRAW OF CERTIFICATE OF STATUS

| APPLICATION FOR DUPLICATE CERTIFICATE OF AIDED STATUS | | | |
|--|---|-------------------------------------|----------------------------------|
| Please complete in BLOCK LETTERS | | Shaded fields for official use only | Application No. Date and Time |
| <i>Information Required</i> | | <i>Information Provided</i> | |
| 1. | Certificate No.: | | √ |
| 2. | Name(s) of applicant: | | |
| 3. | Physical School Address: | | |
| 4. | Location of activities | Districts | |
| | Level of education offered | | |
| 5. | Attachments | | |
| | Affidavit of loss or damage, of Certificate | | |
| DECLARATION | | | |
| I declare that the information I have stated is correct and truthful to the best of my knowledge and belief. | | | |
| <i>Name</i> | | <i>Designation</i> | |
| <i>Signature</i> | | <i>Date</i> | |
| FOR OFFICIAL USE ONLY | | | |
| Date of Submission: | | | |
| Amount Received: | | | |
| Receipt Number: | | | |
| Application Number: | | | |
| Comments: | | | |
| | | | |
| | | | |
| <i>Registrar</i> | | | OFFICIAL STAMP |



REPUBLIC OF ZAMBIA

Certificate No.: -----

The Education Act
(Act No. 23 of 2011)

The Education (Aided Educational Institutions) Regulations, 2021

**DUPLICATE CERTIFICATE FOR AIDED
EDUCATIONAL INSTITUTION**

This is to certify that

Institution

Having complied with the provisions of the Education Act, 2011, applicable to aided educational institution is issued this

DUPLICATE CERTIFICATE

This Duplicate Certificate of Registration is limited to instructions in:

and is valid for the period

from to
Done at Lusaka this day of, 20.....

Minister

FORM VIII
(Regulation 9 (1))

Original: Minister

Duplicate and triplicate: Provincial Education Officer

Quadruplicate: Applicant



REPUBLIC OF ZAMBIA

The Education Act
(Act No. 23 of 2011)

The Education (Aided Educational Institutions) Regulations, 2021

REGISTER OF AIDED EDUCATIONAL INSTITUTIONS

| No. | Name of Educational Institution | Type of Aid Granted | Proprietor of the Aided Institution | Location of the Aided Education Institutions | Date of Grant of Aided Status | Comments |
|-----|---------------------------------|---------------------|-------------------------------------|--|-------------------------------|----------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |
| 13. | | | | | | |
| 14. | | | | | | |
| 15. | | | | | | |

SECOND SCHEDULE

(Regulations 3 and 7)

FEES FOR REGISTRATION

| | | <i>Primary School</i> | <i>Secondary School</i> | <i>Tertiary</i> | | |
|------------------|--|---------------------------|-----------------------------|-----------------|--------------------------------|---------------------|
| | | | | <i>Colleges</i> | <i>University Colleges</i> | <i>Universities</i> |
| FEE UNITS | | | | | | |
| 1. | Initial Registration of an aided educational institution | 3,333 | 5,000,000 | 10,000,000 | 23,333 | 33,333 |
| 2. | Re-opening of an aided educational institution | 2,666 | 4,000,000 | 8,333 | 16,666 | 23,333 |

LUSAKA
10th May, 2021
[MGE.]

DR. D. M. WACHINGA,
Minister of General Education