



COMMONWEALTH OF DOMINICA
 MINISTRY OF EDUCATION & HUMAN RESOURCE DEVELOPMENT
FORM E
APPLICATION TO REGISTER A PRIVATE SCHOOL

A	Name of school											
B	Address of School											
C	Applicant(fullname)											
D	Name of school principal											
E	Address of principal											
F	Name of person to whom correspondence should be addressed											
G	Address of person to whom correspondence should be addressed											
H	Name of proprietor											
I	Address of proprietor											
J	Type of tenancy											
K	Number of students school will cater for	Boys _____ Girls _____ Total _____ Age range _____										
L	Number of teachers to be employed											
M	Proof of qualifications of teachers (attached as necessary)	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Name</th> <th style="width: 50%; text-align: left;">Qualifications</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> <tr> <td>4.</td> <td></td> </tr> </tbody> </table>	Name	Qualifications	1.		2.		3.		4.	
Name	Qualifications											
1.												
2.												
3.												
4.												

N	Description of buildings and grounds (additional buildings, their dimension and description should be attached separately)	Building 1 Dimensions: Description: Building 2 Dimensions: Description: Grounds Dimensions: Description:	
O	Reasons for need for school (written evidence should be attached)		
P	Aims and objectives of school (attached as necessary)	Aims Objectives	
Q	School philosophy, outcomes, course content, scope and sequence for course: offered (Content of courses and scope and sequence for each course should be attached separately)	Philosophy Outcomes Course offered	
R	Instructional strategies to be used (attached as necessary)		
S	Numbers of instructors per course	Course Course Course	No. of instructors No. of instructors No. of instructors

T	Approved learning resources to be used (additional courses and resources should be attached separately)	Course Resources	
U	Evaluation and assessment strategies used		
V	Fees	Course Course	Fee Fee
W	School times	Start Breaktimes Lunchtimes End	
X	Subjects, levels and examinations to be taken	Subject Level Examinations to be taken	
Y	Language of Instruction		
Z	Accommodation (description of accommodation recreation rooms, classrooms, lavatories(male and female)water supply, canteen facilities and safe measures to be attached separately) sick room or recovery room	Number of classrooms - Number of recreation rooms Lavatories students Male Female Lavatories Staff Male Female	

Please note that Section 60 (2) of the Education Regulations states that “The application shall be accompanied by a non-refundable fee of five hundred dollars(\$500.00).”

II TYPE OF EDUCATIONAL SERVICES TO B PROVIDED

(Tick those that are applicable)

Pre-primary Educational Services ()

Primary Education ()

Special Education ()

Secondary School Education ()

Secondary School Instructional Services in Vocational Education ()

Secondary School Adult Education Services ()

Secondary School Adult Education Services and Vocational Educational ()

Instructional Services in General Educational at the Tertiary Level ()

Instructional Services in Vocational Training at the Tertiary Level ()

III NUMBER OF STUDENTS TOBE ENROLLED

Male students

Female students

IV DETAILS OF FEES TO BE CHARGED

i. Registration Fee

ii. Caution fee

iii. Tuition fee

iv. Laboratory fee

v. Sports fee

vi. Library fee

vii. Tuition fee

viii. Textbook rental fee

ix. Examination fee

x. Other Charges