

# Applications and notices

## Fact sheet: NSS-FS1

This fact sheet gives an overview of forms to be used when submitting an application or notice to the Non-State Schools Accreditation Board (the 'Board'). Separate fact sheets are also available for many of the application forms and notices listed on this page.

### What do you want to do?

- [Apply for a new school](#)
- [Add or relocate a site](#)
- [Add a new type of education](#)
- [Change attributes of an existing school](#)
- [Amalgamate schools or divide a school](#)
- [Surrender a type of education](#)
- [Use a temporary special assistance site](#)
- [Cease operation of a temporary site.](#)

### General information

The Board is required to make a decision on an application within six months of lodgement.

### The submission process

#### Step 1

Download and review the relevant application form from the [NSSAB website](#)

#### Step 2

Prepare the required documentation, as detailed in the application form

#### Step 3

Complete the application form and attach the required documentation

#### Step 4

Submit the application and documentation

- If you are an **existing** governing body, submit the application and documentation via [NSSAB Online Services](#)
- If you are a **new** governing body, email the application and documentation to [admin@nssab.qld.edu.au](mailto:admin@nssab.qld.edu.au).

### New non-State school application

An incorporated governing body is to complete this application form to establish a new non-State school.

### New site and relocate site application

A governing body of an existing non-State school is to complete this application form if applying to add a new site or relocate an existing site.

### New type of education application

A governing body of an existing non-State school is to complete this application form if applying to add primary, secondary or special education.

### Change of accreditation attribute applications

Application forms are available for when a governing body of an existing non-State school is applying to change one or more of the following attributes:

- attribute of accreditation no longer applying
- change in circumstances
- change in governing body
- change of attributes of accreditation
- change to relevant student-intake day.

### Amalgamation notice and Division notice

A governing body of an existing non-State school is to complete these notices if amalgamating existing schools or dividing an existing school.

### Surrender notice

A governing body of an existing non-State school is to complete this notice if surrendering accreditation of a school or a type of education offered at an existing school.

### Special assistance school – Notice of intention to use a temporary special assistance site and Notice that use of temporary site has stopped

A non-State school accredited to provide special assistance can also provide special assistance on a temporary basis at a temporary site. The governing body of the non-State school must notify the Board if the use of a temporary special assistance site is to commence or cease.

### Fees and charges

There are no fees or charges payable to lodge an application or notice with the Board.

For further information, and copies of application forms and notices, refer to the [NSSAB website](#).