

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 Board. Separate fact sheets are also available for each of the applications/notices listed on this page.

General information

All application forms have an accompanying information booklet. These are available on the Non-State Schools Accreditation Board (NSSAB) [website](#).

NSSAB is required to make a decision on an application within **six** (6) months of lodgement, where eligibility for government funding is not sought, or within **nine** (9) months, where funding eligibility is sought.

The application process

Step 1

Download and review the relevant application form and information booklet 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.

New non-state school application

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

For further information, and a copy of the form, refer to the [NSSAB website](#)

Change of accreditation attribute application

This application form is for when a governing body of an existing non-state school is applying to change one or more of the following attributes:

- governing body of the school
- add additional site
- relocate existing school/site
- curriculum model
- mode of delivery of education
- years of schooling and student type
- boarding facilities
- sector student-intake day
- special assistance.

For further information, and a copy of the form, refer to the [NSSAB website](#).

Application to add a new type of education

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

For further information, and a copy of the form, refer to the [NSSAB website](#).

Notice of intention to use a temporary special assistance site

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 NSSAB if the use of a temporary special assistance site is to commence or cease. The notices are available on the [NSSAB website](#).