

# 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 each of the applications/notices listed on this page.

### General information

All application forms have an accompanying information booklet. These are available on the [NSSAB website](#).

The Board 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](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.

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

### Fees and charges

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