

New non-state school application

Fact sheet: NSS-FS2

This fact sheet provides information regarding the application process to establish a new non-state school.

General information

The *New non-state school application form* and the associated information booklet are available on the Non-State Schools Accreditation Board ('the Board') [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 application form [NSS-101F] and associated information booklet [NSS-101B] 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.

Application information

The following information is to be provided:

- Applicant details
 - Applicant name
 - Details of governing body
 - Offences of governing body or director(s)
 - Criteria for eligibility for Government funding
- New school details
 - Location of school
 - Student-intake profile
 - Special assistance
 - Type of school
 - Affiliations
 - Relevant capital assistance authority
 - Philosophy and aims
 - Curriculum model
 - Educational program and student welfare processes
 - Flexible arrangements
 - Staffing
 - Land and buildings
 - Facilities and materials
 - Financial viability
- Government funding eligibility
 - Is funding eligibility sought?
 - Catchment area
 - Educational choice
 - Anticipated enrolments
 - Minimum enrolments
 - Projected population of school-aged students
 - Anticipated share of cohort
 - Public notification
 - Impact on other schools
 - Unfilled enrolment capacity

An appendix is included if you are establishing additional sites.