

### Legislative background

The *Education (Accreditation of Non-State Schools) Act 2017* (the 'Accreditation Act') and the *Education (Accreditation of Non-State Schools) Regulation 2017* (the 'Accreditation Regulation') establish a legislative framework for accreditation and eligibility for government funding of Queensland non-State schools.

The Accreditation Act provides for the establishment of the Non-State Schools Accreditation Board (the 'Board'). The Board is an independent statutory authority that regulates non-State schooling in Queensland. Its responsibilities include making decisions on the accreditation and eligibility for government funding of non-State schools and changes in accreditation attributes of non-State schools, as well as monitoring governance arrangements and compliance with accreditation criteria.

### Privacy information

Information about the collection of personal information on this form can be found in [Section 2](#) of this form.

### Important information

Governing bodies need to ensure that the form is completed fully and correctly, and that it addresses and complies with requirements of:

- the Accreditation Act
- the Accreditation Regulation and
- any other relevant documents published by the Non-State Schools Accreditation Board.

The Accreditation Act and Accreditation Regulation can be accessed at the Queensland Parliamentary Counsel website at <https://www.legislation.qld.gov.au/OQPChome.htm>.


Sections 169 (1) and (2) of the Accreditation Act requires a school's governing body to give notice about a change in circumstances, within 7 days after the happening of the following events:

- the closure of the school;
- the school stops offering a year of schooling for which it is accredited;
- the governing body is affected by control action under the [Corporations Act 2001](#) (C'th) (the 'Corporations Act'); or
- if the governing body is eligible for government funding for the school – the school starts to be operated for profit.

The governing body is affected by control action under the Corporations Act if the governing body:

- has executed a deed of company arrangement under the law; or
- is the subject of a winding-up (whether voluntarily or under a court order) under the Act; or
- is the subject of an appointment of an administrator, liquidator, receiver or receiver and manager under that Act.

The individual making the declaration on this form for the governing body will be contacted in the first instance if any information submitted on this form requires attention or clarification.










Please ensure the information is presented clearly. Applicants are requested to supply additional information as attachments for certain items. Attachments **must** be labelled with the corresponding attachment number and the title of the related item from the application form. This ensures that, in the event that the Board has to contact you regarding the application, we are able to refer to the appropriate page/section. To attach a document, click on the icon  located to the left of the attachment number.

The Board may require a governing body to provide further supporting information or documents.

### Lodgement

The governing body can submit the completed form via [NSSAB Online Services](#).

## 1. Change in circumstances details

<b>1.1 Governing body details</b>	<i>Enter the details for the governing body.</i>																												
Name of governing body																													
<b>1.2 School details (if applicable)</b>	<i>Enter the details for the school.</i>																												
Name of school																													
Address of school																													
School centre code																													
<b>1.3 Event</b>	<p><i>Choose the event that has occurred and provide further details if required.</i></p> <p>The governing body of an accredited school must, within 7 days after the happening of each of the following events, give the Board notice of the event.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Event</th> <th>Details of the event</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2ff;"> <td><input type="checkbox"/> Closure of the school</td> <td></td> </tr> <tr> <td>Does the governing body want to cease operating the school or a school site for a period of time and not surrender the accreditation for the school or school site?</td> <td> <input type="checkbox"/> Yes    <input type="checkbox"/> No                      If yes, provide details on the circumstances and timeline in an attached document.   <b>Attachment 1 [Required]</b> </td> </tr> <tr> <td colspan="2">To remove a school site as an attribute of accreditation please submit the <a href="#">Notice of attribute of accreditation no longer applying form</a> rather than this form.</td> </tr> <tr style="background-color: #e6f2ff;"> <td colspan="2"><b>Surrender of accreditation of the school (s73)</b></td> </tr> <tr> <td>Does the governing body want to surrender the accreditation of the school?</td> <td> <input type="checkbox"/> Yes    <input type="checkbox"/> No                      ↓                 </td> </tr> <tr> <td colspan="2">To surrender a school or a type of education offered at the school, please submit a <a href="#">Surrender notice</a> form rather than this form.</td> </tr> <tr style="background-color: #ffe6e6;"> <td><input type="checkbox"/> School stops offering a year of schooling for which it is accredited</td> <td></td> </tr> <tr style="background-color: #ffe6e6;"> <td colspan="2"><b>Attribute no longer applying to the school (s46)</b></td> </tr> <tr> <td>Does the governing body want to give notice of the year(s) of schooling no longer applying to the school?</td> <td> <input type="checkbox"/> Yes    <input type="checkbox"/> No                      ↓                 </td> </tr> <tr> <td colspan="2">To remove a year of schooling from a school or school site please submit the <a href="#">Notice of attribute of accreditation no longer applying form</a> rather than this form.</td> </tr> <tr> <td colspan="2">That Notice may also be submitted if other attributes of accreditation no longer apply to the school or school site i.e. attributes include modes of delivery, gender, boarding or special assistance.</td> </tr> <tr style="background-color: #ffe6e6;"> <td><input type="checkbox"/> Governing body is affected by control action under the Corporations Act.</td> <td>                     Attached further information and/or documentation relevant to this matter.   <b>Attachment 2 [Required]</b> </td> </tr> <tr style="background-color: #e6ffe6;"> <td><input type="checkbox"/> School starts to be operated for profit (school that is eligible for government funding).</td> <td>                     Attached further information and/or documentation relevant to this matter.   <b>Attachment 3 [Required]</b> </td> </tr> </tbody> </table>	Event	Details of the event	<input type="checkbox"/> Closure of the school		Does the governing body want to cease operating the school or a school site for a period of time and not surrender the accreditation for the school or school site?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details on the circumstances and timeline in an attached document.  <b>Attachment 1 [Required]</b>	To remove a school site as an attribute of accreditation please submit the <a href="#">Notice of attribute of accreditation no longer applying form</a> rather than this form.		<b>Surrender of accreditation of the school (s73)</b>		Does the governing body want to surrender the accreditation of the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No ↓	To surrender a school or a type of education offered at the school, please submit a <a href="#">Surrender notice</a> form rather than this form.		<input type="checkbox"/> School stops offering a year of schooling for which it is accredited		<b>Attribute no longer applying to the school (s46)</b>		Does the governing body want to give notice of the year(s) of schooling no longer applying to the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No ↓	To remove a year of schooling from a school or school site please submit the <a href="#">Notice of attribute of accreditation no longer applying form</a> rather than this form.		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## 2. Privacy information

This form collects information to enable a governing body to give notice of a change in circumstances under the *Education (Accreditation of Non-State Schools) Act 2017*.

Certain data collected in this form is 'personal information' within the meaning of the Queensland Government *Information Privacy Act 2009*, which deals with the collection and handling of such information by government agencies.

This form collects personal information about:

- a person authorised by the incorporated governing body to act for and on its behalf for the purpose of processing the application.

The information collected in this form may be disclosed to the following entities:

- the Queensland Minister for Education;
- the Director-General of Education;
- the Office of Non-State Education and other relevant areas of the Queensland Department of Education and Training;
- authorised persons appointed under the Accreditation Act; and
- Queensland Catholic Education Commission and Independent Schools Queensland.

In the event that the person submitting the form is providing personal information on behalf of someone else, it is the governing body's or school's responsibility to ensure that the person has the correct information and authority to submit the information.

Any personal information provided as part of a governing body or school will be shared amongst other registered users of that governing body or school.

Certain information collected in this form may also be published on the Board's website and under Open data ([data.qld.gov.au](http://data.qld.gov.au)) if suitable for release. In other instances, the information collected in this form can be disclosed without further consent where authorised or required by law.

## 3. Declaration

<b>3.1 Authorised person and declaration</b>	<p><i>The person authorised by the proposed governing body to act for, and on its behalf, for example the chairperson or secretary, is to complete the declaration and provide the contact details requested below.</i></p> <p><i>The authorised person as identified in the 'Declaration' will be contacted on the details provided if any information submitted in this form requires attention/clarification.</i></p>
Declaration	<input type="checkbox"/> I declare that the information provided in this form is, to the best of my knowledge, true and correct.
Full name	<hr/>
Position in relation to governing body	<hr/>
Telephone number(s)	<hr/>
Email address	<hr/>
Date	<hr/>