Non-State Schools Accreditation Board

Eligibility for Government funding application – accredited non-state school

Education (Accreditation of Non-State Schools) Act 2017

Section 78

Form EFGF-F

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 5 of this application.

Important information

This application form is for a governing body to apply for an existing accredited non-State school to be eligible for State government funding.

Applicants need to ensure that the application 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.

Please complete all fields of this form, indicating 'N/A' where not applicable.

This application form does not replicate all of the relevant provisions of the legislation or published Board documents.

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 Accreditation Act requires the Board to make a decision on an application within six months of lodgement. If the Board requires further time to consider an application, the Board and applicant can agree to extend the time needed to make a decision.

The Board may require an applicant to provide further information or documents to support an application.

Lodgement

The governing body can submit the completed application and supporting documentation via NSSAB Online Services.

1. Contact details for application

1.1 Contact details	*Provide contact details for the application.*		
Title		Salutation	
Given name(s)		Family name	
Postal Address			
Phone		Mobile	
Email			

2. Application details

2.1 Name of school	*Enter the name of the accredited non-State school.*

2.2 Location of the school	*Enter the centre code and address of the school's main site.*
Centre code	
Address	

2.3 Governing body	*List below details about the corporation applying for eligibility for government funding, as the governing body of the school.*
a) Name of the corporation	
b) Type of incorporation The applicant must be a corporation and be able to operate in Queensland.	Select the type of incorporation that applies to the corporation: ☐ a company incorporated under the *Corporations Act 2001* (C'th) ☐ an incorporated association under the *Associations Incorporation Act 1981* ☐ a church entity incorporated under the *Roman Catholic Church (Incorporation of Church Entities) Act 1994* ☐ a synod of a diocese under the *Anglican Church of Australia Act 1895* ☐ a corporation established and continued in existence under the now repealed *Religious, Educational and Charitable Institutions Act 1861* ☐ a property trust constituted under the *Uniting Church in Australia Act 1977* ☐ a board of trustees constituted under the *Grammar Schools Act 2016* ☐ an Aboriginal corporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (C'th) ☐ Other:
Attachment 2.3 A	[Required] Documentation showing that the governing body is a corporation and indicating the type of incorporation. Examples of the types of documentary evidence: a) Certificate issued by the Australian Securities & Investments Commission ('ASIC') stating that the body is a registered company in the state or territory in which the company is taken to be registered b) Certificate of Incorporation issued by the Queensland Commissioner for Fair Trading c) Letters Patent issued under the now repealed *Religious, Educational and Charitable Institutions Act 1861*, or d) Incorporated through legislation.

3. Eligibility for government funding

If an applicant seeks eligibility for government funding under Chapter 3 of the Accreditation Act, the Board must be satisfied:

a) the governing body is not an ineligible company; and
b) the school operated by the governing body will not, on or after its accreditation, be operated for profit; and
c) the governing body is not a party to, and does not intend to enter into, a prohibited arrangement in relation to the operation of the school; and
d) there is no direct or indirect connection between the governing body and another entity, and there will not on or after the school's accreditation be a direct or indirect connection between the governing body and another entity, that could reasonably be expected to compromise the independence of the governing body when making financial decisions.

3.1 Eligibility for government funding	*Is this governing body seeking eligibility for government funding for the school?*
a) Type of company Governing bodies that are not incorporated as a company under the Corporations Act can also be eligible for government funding i.e. incorporated under another Act such as Associations Incorporation Act.	If the corporation is a company under the *Corporations Act 2001* (C'th) it must be a company limited by guarantee to be eligible for government funding. Is the corporation a company under the Corporations Act? If yes, is the company '*limited by guarantee*'? Documentation to certify the type of incorporation has already been provided in attachment 2.3 A.
Attachment 3.1 A	[Required] A copy of the constitution or like document of the governing body and the rules under which it operates.
Attachment 3.1 B	[Required] Documentation showing the corporate structure of the governing body, including details of related entities and the relationships between these entities.
Attachment 3.1 C	[Required] A copy of the policy used by the governing body for identifying, declaring and dealing with any conflicts of interest or potential conflicts of interest a director or member of the executive or management entity of the governing body may have in regard to the operation of the school.
b) Not-for-profit basis	Will the school be operated for profit? Only schools not operating for profit are eligible to apply for government funding. A school is operated for profit if any profits made from the school's operation are used for any purpose other than a purpose for advancing the school's philosophy and aims.
Attachment 3.1 D	[Optional] If relevant, provide evidence that the governing body is registered with the Australian Charities and Not-for-profits Commission (ACNC).
c) Prohibited arrangements	In relation to the operation of the school, has the governing body entered into any prohibited arrangement? Only governing bodies that have NOT entered into any prohibited arrangements can apply for government funding. A prohibited arrangement is a contract or arrangement entered into by a school's governing body, or proposed governing body, and another entity not dealing with each other at arm's length and that is not, or will not be, for the benefit of the school.
	In relation to the operation of the school, does the governing body intend to enter into any prohibited arrangement? Only governing bodies that do NOT intend to enter into any prohibited arrangements can apply for government funding. A prohibited arrangement is a contract or arrangement entered into by a school's governing body, or proposed governing body, and another entity not dealing with each other at arm's length and that is not, or will not be, for the benefit of the school.

Attachment 3.1 E	[Required] Provide a statement that demonstrates how the governing body ensures it has not and will not enter into any prohibited arrangement in relation to the operations of the school. The statement should provide an outline of procedures or processes that it has and will have in place to ensure that it enters into contracts and arrangements for the school at arm's length i.e. lease of property at market rate; commercial contracts for goods and services; transparent and accountable loan arrangements, tender and procurement processes.
d) Direct or indirect connection	Currently, is there a direct or indirect connection between the governing body and another entity that could reasonably be expected to compromise its independence when making financial decisions?
	Will there be a direct or indirect connection between the governing body and another entity? Provide a statement explaining how the governing body is ensuring that there is and will be no connections between it and another entity that could compromise its independence when making financial decisions. The information should include the way the governing body ensures that financial decisions are made in the best interest of the school and that conflicts of interest are declared and managed appropriately and effectively.
Attachment 3.1 F	[Optional] If there is insufficient space, attach documentation supporting your statement.

4. Additional information

4.1 Capital Assistance	*If applicable, indicate the capital assistance authority with which the school will be listed.*
	☐ Queensland Independent Schools Block Grant Authority ☐ Queensland Catholic Capital Assistance Authority

5. Privacy information

This form collects information to enable the Non-State Schools Accreditation Board to decide whether to grant eligibility for government funding to the applicant's school as a non-State school 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 contact person for the purpose of processing the application; and
- 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;
- authorised persons appointed under the Accreditation Act;
- 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) 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.

6. Declaration

6.1 Authorised person and declaration	*The person authorised by the governing body (the applicant) 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.* *The authorised person as identified in the 'Declaration' will be contacted on the details provided if any information submitted in this application requires attention/ clarification.*
Declaration	☐ I declare that the information provided in this notice is, to the best of my knowledge, true and correct.
Full name	
Position in relation to governing body	
Telephone number(s)	
Email address	
Date	

Print form **Save form**