

# Change of accreditation attribute application

## Fact sheet: NSS-FS3

This fact sheet provides information regarding the *Change of accreditation attribute* application.

### General information

The *Change of accreditation attribute application* is required to be completed and submitted to the Non-State Schools Accreditation Board ('the Board') when a governing body of an existing non-state school is proposing to change one or more of their attributes.

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.

Further information about the *Change of accreditation attribute application* is available on the [NSSAB website](#). The application form and associated information booklet are also available to download from the [NSSAB website](#).

### The application process

#### Step 1

Download and review the application form [NSS-301F] and associated information booklet [NSS-301B] 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 via [NSSAB Online Services](#)

### Accreditation attributes

Accreditation attributes that a governing body of an existing non-state school can change include:

- 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.

Note: A separate application to add a [New type of education](#) (e.g. currently offer primary and propose to offer secondary) is available.

### Application information

The following information is to be provided:

- Applicant details
  - Applicant name
  - Seeking eligibility for Government funding?
  - Details of governing body
  - Offences of governing body or director(s)
- Change of attribute details
  - Current location of the school/site
  - Accreditation attribute to be changed
  - Specific documentation to be provided for the attribute being changed (Items 7 to 14)
  - How existing accreditation criteria will be effected
- Funding application details
  - Funding eligibility
  - 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 proposing to change more than one accreditation attribute.