



How to become an approved authority for a school

Who should read this?

Entities interested in opening or who are currently operating a non-government school(s) and are seeking approval to receive Australian Government recurrent funding.

What is an approved authority?

An approved authority is an entity approved under the *Australian Education Act 2013* (the Act) to receive and administer Australian Government funding for one or more schools. The approved authority must meet all legislative requirements under the Act and the Australian Education Regulations 2023.

Requirements to become an approved authority

- **Body corporate:** The entity must be a body corporate.
- **Not-for-profit:** The entity must not conduct any of its schools for profit.
- **Financial viability:** The entity must be financially viable.
- **Fit and proper person requirement:** The entity must be fit and proper and have appropriate governance and key individuals.
- **State or territory law approval:** The entity must be permitted under the law of the relevant state or territory to provide the level of education at each school location it seeks funding for.

Application process

1. **Create a SchoolsHUB account:** Representatives of the organisation seeking to become an approved authority must apply online via the Department of Education [SchoolsHUB](#) portal. The first step is to create a SchoolsHUB account.
2. **Submit application:** Once the SchoolsHUB account is created, the application for the new approved authority can be made by the representative.
3. **Attach required documents:** Several documents need to be attached to support the application, including:
 - governance documents (e.g. certificate of incorporation, governing document, evidence of non-profit status)
 - information on the school(s) (e.g. evidence of permission to provide education, statement of enrolments).

Additional considerations

- Conflict of interest clause: The governing document should include a conflict-of-interest clause that details limitations on the monetary interest of its directors.
- Not-for-profit clause: The governing document should clearly state the company must not distribute any income or assets directly or indirectly to its members.
- Winding up clause: The governing document should specify that any remaining assets are transferred to another not-for-profit organisation with similar purposes, rather than being distributed to members.
- Fit and proper declaration: Key individuals of the approved authority must complete a fit and proper declaration.
- It is advisable to include other relevant policies that may support the application.

Assessment process

- The approval process is not automatic. The department requires time to assess the evidence to ensure the applicant meets the requirements under the Act and the Regulations.
- Financial planning and continued operations should be considered while waiting for the application to be assessed, as approval for payments requires a decision by the Minister for Education's delegate.
- Payments for a school cannot be made until it has commenced operations (i.e. students are enrolled and the school has started providing education).

Further information

Visit the Department of Education website for more information on [recurrent funding](#).

- For further questions about recurrent funding:
 - email schools@education.gov.au
 - call 1800 677 027 (select option 3)
- For questions about SchoolsHUB registration:
 - email schoolsHUB@education.gov.au
 - call 1800 677 027 (select option 1)

