

Guidelines for Non-Government School Funding 2022
Issued by the Minister for Education and Training in accordance with
the Non-Government Schools Funding Order 2022

PART 1 – GENERAL**1. Application**

These Guidelines apply to registered schools other than those in funding category H.

2. Definitions

2.1 In these Guidelines, unless the context otherwise requires, terms used which have a defined meaning in the Act or in the Funding Order have the same meaning when used in these Guidelines.

2.2 In these Guidelines, unless the context otherwise requires:

Act means the *School Education Act 1999 (WA)*;

census day has the meaning set out in Guideline 18.1;

claimed, in respect of a student, means the subject of an application for funding under clause 8(1) of the Funding Order by the student's eligible school;

department has the meaning set out in paragraph (a) of the definition of "department" in section 4 of the Act;

face-to-face student has the meaning set out in Guideline 11.1;

Funding Order means the Non-Government Schools Funding Order 2022;

online distance learning student has the meaning set out in Guideline 11.1; and

registration standards mean the standards determined by the Minister in accordance with section 159(1) of the Act.

PART 2 – ELIGIBILITY OF GOVERNING BODIES**3. Unincorporated governing body (clause 5(a) of the Funding Order)**

In considering whether to approve the status of a governing body for the purposes of clause 5(a) of the Funding Order, the Minister will take into account:

- (a) whether the chief executive officer is satisfied as to the matters referred to in section 160(1)(a), (b) and (c) of the Act;
- (b) whether the chief executive officer is satisfied that the governing body will be accountable for the effective management of any funds received under the Funding Order for the purposes for which those funds are provided;
- (c) whether the governing body has a record of compliance with written and other laws applicable to and in respect of its registered school or schools and with the registration standards; and
- (d) any other matter the Minister considers relevant.

4. Registered school conducted for profit (clause 5(b) of the Funding Order)

- 4.1** Subject to Guideline 4.4, the Minister may at any time determine that a registered school is conducted for profit, for the purposes of clause 5(b) of the Funding Order, if in the Minister's opinion that is the case. The Minister may take into account any factor which the Minister considers relevant in making such a determination, including whether any of the following is the case for the registered school or its governing body:
- (a) any part of the governing body's assets (insofar as they relate to the registered school) or income (insofar as it is derived from the operation of the registered school) is used for any purpose other than the provision of school education;
 - (b) any payment is made by the registered school or governing body to a related entity or other person or body for property, goods or services:
 - (i) at more than reasonable market value, or
 - (ii) that are not required for the operation of the registered school, or
 - (iii) where that payment is in any other way unreasonable in the circumstances having regard to the fact that financial assistance is provided to, or for the benefit of, the school under the Funding Order;
 - (c) any payment is made by the registered school or governing body to a person in connection with the person's activities as a member of the governing body unless it is in reimbursement for a payment made by the person in connection with the operation of the registered school, reimbursement of the person's approved travel expenses for the purpose of attending meetings of the governing body or reasonable director's fees in accordance with the governing body's constitution;
 - (d) the governing body is an association under the *Associations Incorporation Act 2015* which has lost its not-for-profit status under that Act;
 - (e) the Commonwealth has made any determinations to the effect that, or otherwise accords treatment to the registered school on the basis that, the registered school or its governing body is conducted for profit; and
 - (f) the governing body is or would be ineligible for incorporation under the *Associations Incorporation Act 2015* by virtue of section 5 of that Act.
- 4.2** The Minister may decide in his or her absolute discretion whether director's fees paid or proposed to be paid to a governing body member are reasonable for the purposes of Guideline 4.1(c).
- 4.3** Subject to Guideline 4.4, the Minister may at any time determine that a registered school is ineligible for the purposes of clause 5(c) of the Funding Order if any circumstance of the kind referred to in section 185(2) of the Act exists for the registered school.
- 4.4** Before making a determination under Guideline 4.1 or Guideline 4.3, the Minister must:
- (a) notify the registered school's governing body of the Minister's intention to make such a determination;
 - (b) include in the Minister's notice reasonable details of the evidence on which the Minister's intention to make such a determination is based and, if relevant, any actions which the governing body may take in order to avert the Minister making such a determination;
 - (c) advise the governing body of a time (which must be not less than 30 days after the date of the Minister's notice) within which the governing body may respond to the Minister's notice to show cause why the Minister should not make the proposed determination and, if applicable, to demonstrate the extent to which the governing body has taken actions specified in the Minister's notice under Guideline 4.4(b); and
 - (d) take into account any response which the governing body provides to the Minister in accordance with Guideline 4.4(c).

PART 3 – ELIGIBILITY OF STUDENTS

5. Year level requirements (clause 6(d) of the Funding Order)

A student claimed by an eligible school as a Kindergarten student -

- (a) must be born between 1 July 2017 and 30 June 2018 and turn four years of age on or before 30 June 2022; and
- (b) must be officially enrolled and participating in a Kindergarten program in the eligible school.

6. Approved citizenship, residency or visa status (clause 6(e) of the Funding Order)

6.1 A student satisfies the citizenship, residency or visa status requirement for the purposes of clause 6(e) of the Funding Order if he or she is:

- (a) an Australian citizen or Australian citizen by descent;
- (b) participating, for at least six months, in the International Secondary Student Exchange Program in Western Australia;
- (c) the dependant of a person receiving a full sponsorship or scholarship to one of the institutions mentioned in section 4(1) of the *Higher Education Funding Act 1988* (Cth), provided that the sponsorship or scholarship meets the full cost of the education component of the course;
- (d) a person or a dependant of a person who is receiving a sponsorship or a scholarship from the Commonwealth; or
- (e) a Student on a Visa as defined in Guideline 6.2.

6.2 A **Student on a Visa** is any student who holds (or is a dependant of a person who holds) a permanent, bridging or temporary visa, including a New Zealand citizen, and who is not categorised in Guideline 8.

7. Student attendance requirements (clause 6(f) of the Funding Order)

7.1 In order to be an eligible student, a student must fall into one of the following attendance categories on the applicable census day for the student's eligible school:

- (a) in the case of a face-to-face student:
 - (i) present at the school;
 - (ii) on an excursion, participating in an off-campus program or in some other school-approved activity;
 - (iii) absent from school with a documented reasonable and acceptable explanation provided; or
 - (iv) absent but with evidence that demonstrates a consistent level of the minimum attendance required for the school in the previous one or more semesters as further described in Guideline 7.6;
- (b) in the case of an online distance learning student, the school must be able to demonstrate that a documented work plan is in place for the student, that the student has commenced work as stipulated therein and that interactions between the school's registered teachers and the student have been recorded.

7.2 The following students do not meet attendance requirements, are not to be claimed and will not be the subject of a funding payment:

- (a) a student about whom the school has received notification that he or she will be leaving or intends to leave on, or within two weeks of, the census day;
- (b) a student who has completed enrolment procedures but not yet attended the school;
- (c) a student who has left the school;
- (d) a student who normally attends another school but is 'temporarily' attending the school at the time of the census; or

- (e) a student attending the school, formally enrolled in the Telethon Speech and Hearing Centre's 'Outpost' program and not enrolled in the Telethon Speech and Hearing Centre's 'Talkabout 4' program.

- 7.3** Reasonable and acceptable absences are those where a justifiable explanation has been provided that plausibly prevents the student attending at school for the period of time stated. Where extenuating circumstances apply or extensive levels of absences exist, a commensurate level of documentation supporting the explanation, including those from external sources (e.g. medical reports), is required.
- 7.4** If it is established that the student was absent from school on census day with a reasonable and acceptable explanation, the school must record all details when a parent or caregiver provides the school with a verbal reason, either in person or over the telephone, that supports the definition of a reasonable and acceptable explanation in Guideline 7.3 in the context of the school. This is in addition to any written confirmation that has been received (e.g. pre-arranged absences such as family holidays). Lengthy absences exceeding more than one whole school term will be considered on a case-by-case basis.
- 7.5** Where a student is absent on census day and no reasonable and acceptable explanation has been provided, the school may only treat the student as an eligible student if it produces evidence that demonstrates a consistent level of the minimum attendance required in accordance with Guideline 7.6 in the previous semester.
- 7.6** The minimum level of attendance required for a student to be an eligible student is:
- (a) maintenance of 60% attendance at a 'Very Remote' school as defined by the *Accessibility/Remoteness Index of Australia Plus (ARIA+)* or a school approved by the Minister as a grandfathered arrangement; or
 - (b) maintenance of 90% attendance in all other cases to which these Guidelines apply (including online distance learning under Guideline 7.7).
- 7.7** The calculation of attendance by an online distance learning student will require the school to demonstrate that one or more interactions between the school's registered teachers and the student in accordance with the student's work plan occurred on 90% of the days stipulated in the work plan.
- 7.8** When determining a student's level of attendance for the purpose of Guideline 7.5, 7.6 and/or 7.7, an "explained absence" as described in Guideline 7.3 is to be considered the same as actual attendance for the calculation (i.e. they are equivalent).

8. Ineligible students (clause 6 of the Funding Order)

- 8.1** For the sake of certainty, the following students will not be treated as eligible students:
- (a) a student enrolled in an eligible school in any year before his or her pre-compulsory year (i.e. in any year before the year in which the child will turn 4 years and 6 months);
 - (b) a student receiving home education under section 48 of the Act;
 - (c) a student on a visitor visa or visa valid for less than six months;
 - (d) an exchange student who has completed formal school education in his or her country of citizenship or permanent residence;
 - (e) a student enrolled in a registered school but participating only in one or more of the following (i.e. there is no school education component in their activity):
 - (i) an English as an Additional Language or Dialect (EALD) course;
 - (ii) a community based course prescribed under section 11B(1) of the Act;
 - (iii) a vocational education and training course or other tertiary studies;
 - (iv) an apprenticeship or a traineeship;
 - (v) other employment;

- (f) a student who has turned twenty-one (21) years of age before 1 January 2022;
- (g) a Full Fee-Paying Overseas Student as defined in Guideline 8.2; and
- (h) a student on a visa that prohibits the student's parents from working in Australia or, where not prohibited from working, the student's parents are not paid a salary or wage or are otherwise engaged in volunteer work only.

8.2 A Full Fee-Paying Overseas Student (FFPOS) means a student who holds or is included in a visa that permits the visa-holder to travel to Australia for the purpose of undertaking a course provided by an educational establishment.

- (a) This means a student is reported as a FFPOS if he or she is on a visa that is specifically related to study or further training in Australia (or a bridging visa attached to a substantive visa with those provisions). This does not include visas for the foreign affairs or defence sector.
- (b) If the substantive FFPOS visa has expired and the visa for which an application has been lodged is not a FFPOS visa, the student is then classified according to the bridging visa status as per Guideline 6.2.
- (c) Only a student who is the primary visa-holder, or the dependant of a primary visa holder, that is issued for the purposes of study or training is a FFPOS.
- (d) FFPOS visa subclasses include, but are not limited to, 407, 500, 570, 571, 572, 573, 574 and 575.

PART 4 - APPLICATIONS

9. Funding applications (clause 7(1) of the Funding Order)

9.1 Until otherwise notified by the chief executive officer, for the purposes of these Guidelines, each eligible school's August 2021 student census, February 2022 student census and August 2022 student census submitted to the department will be taken as an application from its governing body for that funding under the Funding Order which is payable based on that student census.

9.2 Each application and student census must be certified by:

- (a) a Certification Officer appointed in accordance with Guideline 10.1 or 10.3;
- (b) the governing body chair in accordance with Guideline 10.2; or
- (c) the school principal acting as deputy in accordance with Guideline 10.3.

9.3 An application and student census must be accompanied by a 'Nomination of Certification Officer' form as per Guideline 10.5, unless the form nominating the individual has been previously provided to the department.

9.4 The Certification Officer, governing body chair or principal as applicable, will certify that the students in the student census who are claimed are eligible students in accordance with clause 6 of the Funding Order.

10. Certification Officers (clause 7(3) of the Funding Order)

10.1 Except as provided in Guideline 10.3, the governing body of each eligible school is required to appoint one or more Certification Officers using the 'Nomination of Certification Officer' form at **Attachment A**.

10.2 A governing body referred to in Guideline 10.1 may authorise the chair of the governing body to deputise for the Certification Officer or Officers in the event of illness or other exceptional circumstance rendering the Certification Officer or Officers unavailable.

10.3 The governing body of a school system may delegate the responsibility for appointing a Certification Officer or Officers to the principal of a school in the school system for the purpose only of certifying that school's student census and application or funding acquittal. The delegation may also authorise the principal to deputise for the Certification Officer or Officers in the event of

illness or other exceptional circumstance rendering the Certification Officer or Officers unavailable.

- 10.4** In appointing Certification Officers, the governing body or principal as the case may be is to ensure that each appointee is a fit and proper person to participate in the operation of the school and its receipt of funding under the Funding Order.
- 10.5** The 'Nomination of Certification Officer' form at **Attachment A** must be completed and returned to the department in order to ensure the timely payment of funding.

PART 5 – CALCULATION AND PAYMENT OF PER CAPITA FUNDING

11. Full-time equivalent student (clause 8 of the Funding Order)

11.1 In this Guideline:

- (a) a **face-to-face student** is one who attends at an eligible school in person; and
- (b) an **online distance learning student** is one whose educational programmes are provided by an eligible school using information and communication technologies (ICTs) where limited or no face-to-face contact or on-site attendance on the part of the student is involved.

Calculation of funding based on full-time equivalent

11.2 Per capita funding to which a governing body is entitled under clause 8(1) of the Funding Order is based on the number of full-time equivalent eligible students of the school. The full-time equivalent (FTE) of a student who is full-time is 1.0 and that student equates to one full-time equivalent student.

11.3 The FTE of a part-time student is a proportion of 1.0 which indicates the proportion of the workload undertaken by the student.

11.4 For part-time students, the FTE should be reported on the application as a decimal figure which reflects the relevant FTE (and therefore the relative proportion) of the student.

Full-time and part-time students

11.5 A face-to-face student who undertakes a workload equivalent to or greater than that usually undertaken by a student in the same year of schooling is **full-time**.

11.6 An online distance learning student whose work plan provides for a workload equivalent to or greater than that usually undertaken by a student in the same year of schooling is **full-time**.

11.7 A face-to-face student in any year level from Pre-Primary to Year 12 who undertakes a workload less than that usually undertaken by a full-time student for that year of schooling is **part-time**.

11.8 An online distance learning student in any year level from Pre-Primary to Year 12 whose work plan provides for a workload less than that usually undertaken by a student in the same year of schooling is **part-time**.

11.9 A Kindergarten student enrolled for fewer than four half day sessions per week or an equivalent amount of time during each school term is **part-time**.

11.10 A student enrolled in Year 11 or Year 12 and participating in an option under Part 2 Division 1 Subdivision 1A of the Act is **part-time**.

11.11 For Year 11 and 12 students per capita funding purposes the following apply:

- (a) Year 11 and 12 students participating in regular full-time school are to be counted in the application and census table as full-time students and are eligible to be claimed for per capita funding (this also covers any full-time student who, as part of their program at school,

engages in part-time Vocational Education and Training studies or other training arranged by the school); and

- (b) Year 11 and 12 students participating in an approved Notice of Arrangements involving part-time studies at school should be shown in the application and census table as part-time students and the relevant FTE of the per capita grant can be claimed.

12. Classifications of disability and high support needs (clauses 3, 10, 11, 12 and 13 of the Funding Order)

12.1 In this Guideline a **recommendation** means a recommendation from:

- (a) the Executive Director of Catholic Education Western Australia with respect to a student enrolled in a Catholic system school;
- (b) the Executive Director of the Association of Independent Schools of Western Australia, with respect to a student enrolled in an independent school; or
- (c) such other person recognised by the chief executive officer for the purposes of this Guideline with respect to any eligible student,

that the student be taken to meet the criteria for a mild, moderate or severe disability or for high support needs (as the case may be) which have been approved by the Minister.

12.2 An eligible student will be classified as:

- (a) having a mild, moderate or severe disability (and therefore as a special education student for the purposes of the Funding Order); or
- (b) having high support needs (and therefore as a high support needs student for the purposes of the Funding Order),

if the chief executive officer approves that classification for the eligible student.

12.3 The chief executive officer may approve an eligible student being classified as having a mild, moderate or severe disability or as having high support needs if:

- (a) the chief executive officer receives a recommendation that the eligible student has a mild, moderate or severe disability or high support needs;
- (b) the chief executive officer is satisfied that the recommendation is properly based on:
 - (i) the documented consideration (including the disclosure of any perceived or actual conflict of interest) of a review panel with appropriate professional qualifications, and which is independent of the eligible student's school and parents (with the exception of the Telethon Speech and Hearing Centre); and
 - (ii) the applicable approved criteria,

and the chief executive officer may require the provision to him or her of any document relevant to assessment of the eligible student prior to approving a classification for that eligible student.

13. Monthly payments (clause 15 of the Funding Order)

In determining whether monthly payments are to apply for an eligible school in accordance with clause 15 of the Funding Order, the Minister will consider:

- (a) information contained in any notice given by the governing body in accordance with clause 22 of the Funding Order;
- (b) any failure on the part of the governing body to give a notice as required by clause 22 of the Funding Order;
- (c) any failure on the part of the governing body to give a notice as required by section 156B of the Act;
- (d) any failure on the part of the governing body to comply with a notice given under section 156C of the Act;
- (e) whether there are reasonable grounds to believe that the eligible school or schools concerned may become financially unviable;

- (f) whether there is reason to believe that the governing body has not been or will not be accountable for the effective management of the eligible school's financial resources in accordance, where relevant, with any purposes for which they were provided;
- (g) whether the registration of the eligible school or schools concerned, or one of them, is subject to a direction issued by the chief executive officer under section 166 of the Act; and
- (h) any other matter the Minister considers relevant.

14. Use of funding for school education (clause 17 of the Funding Order)

Funding paid to a governing body under the Funding Order which is applied in whole or part to any one or more of the following will be considered to be or have been applied for the purposes of **school education**:

- (a) observing the standards determined by the Minister under section 159(1) of the Act;
- (b) satisfying the other requirements for registration in section 160(1) of the Act;
- (c) complying with one or more orders or notices issued by the Minister or chief executive officer under Part 4 of the Act including a quality improvement notice, condition or direction; or
- (d) preparing and pursuing an application for review under section 168 of the Act.

15. Authorisation of a governing body (clause 18(2) of the Funding Order)

15.1 In determining whether to authorise a governing body under clause 18(2) of the Funding Order, the Minister may take into account:

- (a) whether the governing body has in place a needs-based school funding model which is compliant with Guideline 15.2 and is otherwise suitable in the Minister's opinion;
- (b) whether the governing body's school system or the shared governing body and its schools (as the case may be) is or are recognised as a system by the Commonwealth;
- (c) whether the governing body of the school system or shared governing body (as the case may be) displays sound management practices, relevant expertise, financial literacy, accountability measures and business acumen;
- (d) whether the governing body of the school system or shared governing body (as the case may be) has previously been found to have failed to observe a standard determined under section 159(1)(m) of the Act;
- (e) whether at any time the chief executive officer has not been satisfied as to a matter referred to in section 160(1)(f) of the Act in respect of the governing body; and
- (f) any other information provided to the Minister in the governing body's application for authorisation and any other information which the Minister considers relevant.

15.2 For the purposes of this Guideline, a **needs-based school funding model** must ensure that the total funds provided under the Funding Order to the governing body:

- (a) in respect of one or more students receiving a Special Education Supplementary Per Capita Grant, High Support Needs Per Capita Grant, Talkabout 4 Supplementary Per Capita Grant or Talkabout 5 Supplementary Per Capita Grant are used to support the education of that student or those students, individually or collectively; and
- (b) in respect of students enrolled at a school in funding category H, are used to support the education of those students collectively,

noting that total funds include the per capita grants in respect of each of the students to which paragraphs (a) and (b) refer.

15.3 Where a governing body is authorised for the purposes of clause 18(2) of the Funding Order, it must publish on its Website the amount of funding pursuant to the Order provided by it to each eligible school for which it receives funding.

16. Reporting – grant acquittal (clause 19 of the Funding Order)

- 16.1** A funding acquittal submitted by a governing body must be signed by the chair of the governing body, a nominated Certification Officer of the governing body and a **qualified person**. The qualified person is to be either a qualified accountant or registered auditor as defined by the *Corporations Act 2001* (Cth).
- 16.2** A funding acquittal must show the grand total of all payments received by the governing body under the Funding Order and, if requested, the total amount of funding received by payment type as well as reasonable detail of the expenditure or commitment of the funding.
- 16.3** By signing a funding acquittal, a signatory confirms that:
- (a) the funding acquittal is a true and accurate statement; and
 - (b) the funding to which it refers has been applied for the purposes of school education.

17. Separate accounting (clause 20 of the Funding Order)

In determining whether to require separate accounting for a registered school in accordance with clause 20 of the Funding Order, the chief executive officer will consider:

- (a) whether there is a separation between ownership and management or control of the school;
- (b) whether the governing body of the registered school is part of a group or network of related entities;
- (c) whether the nature of any financial interactions between a group or network of related entities necessitates a clear delineation of funds and record of transactions and service provision;
- (d) whether the chief executive officer is not satisfied that the governing body of the registered school has not been or will not be accountable for the effective management of the school's financial resources in accordance, where relevant, with any purposes for which they were provided;
- (e) whether the registration of the school is subject to a direction issued by the chief executive officer under section 166 of the Act; and
- (f) any other matter the chief executive officer considers relevant.

18. School records (clause 21 of the Funding Order)

18.1 In this Guideline, census day means –

- (a) the day in first semester cited as such on the website of the Western Australian Department of Education; and
- (b) the day in second semester cited as such on the website of the Western Australian Department of Education.

18.2 The student census for an eligible school which it submits to the Western Australian Department of Education, at the time and in the form stipulated for non-government schools on the website of the Western Australian Department of Education, will be the eligible school's student census for the purposes of the Funding Order.

18.3 The governing body is to ensure, for each eligible school, that a list of all students included in the student census who were absent on census day is compiled, outlining valid reasons why they were claimed.

18.4 Records substantiating the student census for each eligible school (including the list required under Guideline 18.3) must be retained for six years after the calendar year to which they pertain, and otherwise in accordance with the requirements of the Department's Grants Auditing Program as published or notified to registered schools by the chief executive officer from time to time.

18.5 Each eligible school must also retain, for the period specified in Guideline 18.4, copies of:

- (a) each student's or parent's visa information, documentation and assessment material used by the school to make the decision that a student satisfies the approved residency or visa requirement under Guideline 6; and
- (b) all documentation relevant to the classification of a student under Guideline 12.

19. Grants Auditing Program (GAP) (clause 21 of the Funding Order)

- 19.1** The Department's Grants Auditing Program (GAP) involves the verification of a school's declared student numbers and subsequent claim for funding under the Funding Order.
- 19.2** GAP audits involve the analysis of a school's enrolment and attendance data, as well as other supporting documentation, and establish whether each student meets the funding requirements as specified in the Guidelines. The chief executive officer may periodically require reports and documentation from schools as part of this process; whether that be prior to an inspection or in order to validate a census application.
- 19.3** A *certificate of authority*, issued by the chief executive officer, is to be held by each authorised person carrying out an inspection.
- 19.4** Where a GAP audit results in a funding amendment being necessary, an adjustment to the school's future per capita funding payment will be implemented as per clause 14(1) of the Funding Order.
- 19.5** Where a student is not present on the census day and does not meet the minimum level of attendance as outlined in Guideline 7.6, persons authorised to carry out a GAP audit may use their discretion in instances such as, but not limited to, the following:
- (a) the student has not been claimed for funding at another school and shows a pattern of attendance within 1 month of the census day;
 - (b) the student previously resided outside of Western Australia;
 - (c) the student has paid school fees;
 - (d) the student has been prevented from travel to the school due to delays receiving Abstudy payments; or
 - (e) the student is of Kindergarten age.

20. Notices (clause 22 of the Funding Order)

- 20.1** A notice required to be given to the Minister or chief executive officer under the Funding Order by a governing body is to be addressed to the Director General, Department of Education, 151 Royal Street, East Perth WA 6004 or forwarded by email to NGSFunding@education.wa.edu.au.
- 20.2.** A notice required to be given to a governing body under the Funding Order by the Minister is to be addressed to the chair of the governing body at the address most recently provided to the chief executive officer for the purpose of registering the governing body's school or schools under Part 4 of the Act.



.....
Sue Ellery MLC

Minister for Education and Training



.....
DATE

Nomination of Certification Officers

School: _____

Address: _____

Post Code _____ **Phone** _____

The Governing Body¹ hereby appoints the following individual(s) to be its Certification Officer(s) for all claims made for financial assistance, provided under the State Government's Per Capita Funding Scheme:

Name	Position	Signature	Date

The Governing Body (or Catholic School Principal) and Nominees agree/understand that Certification Officers of the school:

- are currently employed by the School;
- have been authorised by the Governing Body (or Catholic School Principal) to make formal claims for financial assistance from the State Government on behalf of the School;
- have the appropriate skills, knowledge and experience required to ensure the accuracy of student numbers claimed for funding;
- have had their identity verified by the school by citing accepted forms of primary documentation (e.g. birth certificate, passport, driver's licence or similar); and
- are responsible for the accuracy of student numbers claimed, including adherence to all stated criteria, rules and regulations.

Chair of Governing Body (or Catholic School Principal)

Name _____ **Signature** _____

Date _____

Please email the completed form to NGSFunding@education.wa.edu.au

¹ The Executive Director of Catholic Education Western Australia (CEWA) has delegated responsibility for nomination of Certification Officers to the school Principal.