



Department of  
**Education**

# **APPLICATION FOR REGISTRATION CHANGE**

NON-GOVERNMENT SCHOOL REGULATION

## Explanatory notes

### What is a registration change?

A school wishing to make certain changes to its registration must apply for approval to the Director General of the Department of Education. Registration changes are:

- a change to the name of the school;
- a change to the address of the school or the address of any of its premises (i.e. campuses);
- the addition or discontinuation of a campus;
- the addition or discontinuation of year level(s) of education provided;
- the addition or discontinuation of curriculum(s) provided;
- a change to the name of the governing body; and/or
- transfer to a new governing body.

The cancellation of a school's registration (i.e. to close a school entirely) is not a registration change, and cannot be requested with this form. A governing body wishing to cancel a school's registration should contact the Non-Government School Regulation Directorate ([NGSRegulation@education.wa.edu.au](mailto:NGSRegulation@education.wa.edu.au)).

It is an offence to operate a school in accordance with registration changes that have not yet been approved by the Director General [section 156A of the [School Education Act 1999](#) (the Act)].

### Significant registration changes

An application for the following registration change(s) can only be made if the school has a current Advance Determination in favour of the change from the Minister for Education and Training:

- to relocate the school or a campus of the school;
- to open an additional campus of the school; and/or
- to provide one or more additional year levels of education.

These situations are known as significant registration changes and are listed in regulation 129 of the [School Education Regulations 2000](#).

### When to submit an application

An application for registration change must be submitted on this form **at least six months before** the change is proposed to be implemented or such shorter period as approved by the Director General. The Director General may refuse to consider the application in a shorter timeframe.

The above requirements can be found in sections 158A, 159B and 161A of the Act. Section 161(1) is also relevant.

### Relevant factors

Under section 161A of the Act, the Director General will approve an application for registration change if satisfied about those of the following matters from section 160(1) which are relevant to the application:

1. the governing body has the ownership, management or control of the school;
2. the constitution of the governing body is satisfactory for the purposes of the Act;
3. each member of the governing body is a fit and proper person to operate a school;
4. the school will observe the standards determined by the Minister for Education and Training under section 159(1);
5. day-to-day management of the school by the Principal will be separate from overall governance;
6. the governing body will be accountable for:
  - a) development and implementation of an effective strategic direction for the school;
  - b) development and implementation of effective processes to plan for, monitor and achieve improvements in student learning;
  - c) effective management of the school's financial resources; and
  - d) compliance with all written and other laws that apply;
7. the school will provide a satisfactory standard of education;
8. the school will provide satisfactory levels of care; and
9. in the case of a significant registration change, there has been no material change to the information provided in support of the advance determination application.

*Application form published 3 July 2018*

The Director General may, in writing, request the governing body to provide such further information, relevant to the application, as required [section 159B(5) of the Act]. The Director General may refuse to consider an application if the governing body does not comply with such a request [section 159B(6) of the Act].

If not satisfied as to the matters referred to in section 160(1) of the Act, the Director General may approve the application with quality improvement notice(s), condition(s), or direction(s), or may refuse to approve the application [section 161A(2)].

## Application for registration change

The Director General's decisions about registration change are informed in part by a risk-based approach which takes account of relevant information about the governing body and/or school, including information about past and current compliance with the registration standards and the other requirements of the Act. These are described in detail in the Department's [Guide to registration standards and other requirements for non-government schools](#).

The risk-based approach ensures that the scope, depth and nature of regulatory activity is both relevant to the application for registration change and proportionate to any non-compliance and/or risk of future non-compliance. The risk-based approach also guides the specification and differentiation of information required in support of the application for a registration change.

Any risks identified would be expected to cause more focused examination of compliance, proportionate to the concerns that have been raised.

## How to complete this application

### Part A and Part B

Please complete the school details in Part A, and complete the relevant sections of Part B (including attaching any required documents).

Submit Parts A and B. These Parts, once completed and submitted as required, constitute a completed application for registration change.

### Part C

Following the submission of Parts A and B, schools may be asked to provide further information which will be specified in Part C. Part C is the first request for further information which the Director General may make under section 159B(5) of the Act. A due date for submission will be specified. The Director General may also request further information following receipt of the Part C documentation. Please note that failure to respond to these requests for information in full may result in the Director General refusing to consider the application [section 159B(6) of the Act applies].

### Registration visit

To facilitate consideration of an application for registration change, a visit to the school may be required. If a visit is to be undertaken, the Department will contact the school to arrange a date and to outline the aspects of the standards and other requirements that will be the focus of the visit and further information, if any, to be made available on the day of the visit.

### Submission

Level 9, 20 Walters Drive OSBORNE PARK WA 6017; or

PO Box 1766 OSBORNE PARK WA 6916

Attention: Regulation Officer (Schools), Non-Government School Regulation

### Enquiries

T: (08) 9441 1947

E: [NGSRegulation@education.wa.edu.au](mailto:NGSRegulation@education.wa.edu.au)

## Part A: Applicant details

### Governing body

Governing body name			
Governing body address			
Suburb		Postcode	
Governing body postal address			
Suburb		Postcode	
Australian Business Number (ABN) or Australian Company Number (ACN)			
Name of governing body Chair			
Chair's email address <sup>1</sup>			
Chair's telephone numbers <sup>1</sup>	Landline:	Mobile:	

### School details

School name			
Main address			
Suburb		Postcode	
Postal address			
Suburb		Postcode	
School website		Log in <sup>2</sup>	Password <sup>2</sup>
Telephone number		School email address	

### Administration

Name of school Principal			
Date of appointment			
Principal's email address			
Principal's telephone numbers	Landline:	Mobile:	

<sup>1</sup> Please ensure that these are direct contact details for the Chair (it is not sufficient to provide the Principal's or school's phone and email address here).

<sup>2</sup> Some schools publish policies and procedures to a section of the website accessible only to staff and parents/students. Access to these sections of a website can assist the Department in assessing an application, and may reduce the amount of information required to be provided by the school.


## Part B: The registration change(s)

Please indicate the nature of the registration change(s):


Type of change		Section to be completed
	Change of school name	<u>B1</u>
	Change of school (or campus) address ( <i>not</i> involving a change of location)	<u>B2</u>
	Change of school location or the location of a campus	<u>B3</u>
	Addition of a campus	<u>B4</u>
	Discontinuation of a campus	<u>B5</u>
	Addition of year level(s)	<u>B6</u>
	Discontinuation of year level(s)	<u>B7</u>
	Change, discontinuation or addition of curriculum	<u>B8</u>
	Change of governing body name <i>only</i>	<u>B9</u>
	Change of governing body (i.e. transfer to a new governing body)	<u>B10</u>

Proposed date of implementation of the change	
<p>If this application is submitted closer in time to the proposed implementation date than six months, please provide your reasons here for requesting a decision within a shorter timeframe, attaching any supporting documentation. The Director General may refuse to consider the application in the shorter timeframe.</p>	


### B1. Application to change a school's name

Proposed new school name	
Reason for the proposed change	
 Please attach the following: <ul style="list-style-type: none"><li>• Evidence of registration of the proposed name as a business name.</li></ul>	
➔ Sign the submission of application at <a href="#">B14</a> .	

### B2. Application to change a school's address (*not* involving a change of location)

Proposed new school address	
Reason for the proposed change	
 Please attach the following: <ul style="list-style-type: none"><li>• Evidence of the change of address (such as advice from the local government authority, or a Title).</li></ul>	
➔ Sign the submission of application at <a href="#">B14</a> .	

### B3. Application to change the school's location or the location of a campus

Campus name (if more than one campus)			
Campus address (if more than one campus)			
Suburb		Postcode	
Name of contact person		Phone	
Role of contact person		Email	
Reason for the proposed change			
<p> Please attach the following:</p> <ul style="list-style-type: none"> <li>• Advance determination made by the Minister for Education and Training for the change.</li> <li>• Evidence that the proposed use of the site complies with local zoning regulations.</li> <li>• Project plan or site development schedule including projected local government approval application and grant dates and contingencies in the event of delays.</li> <li>• Evidence of local government approvals or of applications having been made for development, building and/or occupancy approval, including a copy of the local government authority's projected decision-making timeline (where applicable).</li> <li>• Site plan(s) as submitted to the local government authority for development approval, notated with any changes made since submission.</li> <li>• Evidence of the entitlement to occupy the proposed new site for the purposes of a school.</li> <li>• Indoor and outdoor floor plans for the Pre-Kindergarten and Kindergarten areas (if applicable) and a schedule of use in the case of any areas which are to be shared (e.g. outdoor areas may be shared by Pre-Kindergarten and Kindergarten students during recess and lunch). Evidence of compliance with the minimum space requirements – 3.25m<sup>2</sup> of unencumbered indoor space per child and 7m<sup>2</sup> of unencumbered outdoor space per child - must also be attached.</li> <li>• If the proportion of online students, students with disabilities, students with diverse learning needs, Indigenous students, students from culturally and linguistically diverse backgrounds and others who will require ancillary supports to ensure they enjoy equity of access to the educational programmes is expected to be significantly different from the school's current cohort, details of how the students' needs will be met.</li> </ul>			
<p>➔ Complete <a href="#">B6</a> if the change of location will also result in the addition of a year level(s).            Sign the Premises and Facilities declaration at <a href="#">B13</a>.            Sign the submission of application at <a href="#">B14</a>.</p>			

#### B4. Application to add a campus

Campus name			
Campus address			
Suburb		Postcode	
Name of contact person		Phone	
Role of contact person		Email	

Current and projected enrolments for each year level at the proposed new site

	Year	Pre-K	K	PP	1	2	3	4	5	6	7	8	9	10	11	12
Current year																
Current + 1																
Current + 2																
Current + 3																
Current + 4																
Current + 5																

Reason for the proposed change



Please attach the following:


- Advance determination made by the Minister for Education and Training for the change.
- Evidence that the proposed use of the site complies with local zoning regulations.
- Project plan or site development schedule including projected local government approval application and grant dates and contingencies in the event of delays.
- Evidence of local government approvals or of applications having been made for development, building and/or occupancy approval, including a copy of the local government authority's projected decision-making timeline (where applicable).
- Site plan(s) as submitted to the local government authority for development approval, notated with any changes made since submission.
- Evidence of the entitlement to occupy the proposed new site for the purposes of a school.
- Indoor and outdoor floor plans for the Pre-Kindergarten and Kindergarten areas (if applicable) and a schedule of use in the case of any areas which are to be shared (e.g. outdoor areas may be shared by Pre-Kindergarten and Kindergarten students during recess and lunch). Evidence of compliance with the minimum space requirements – 3.25m<sup>2</sup> of unencumbered indoor space per child and 7m<sup>2</sup> of unencumbered outdoor space per child - must also be attached.
- If the proportion of online students, students with disabilities, students with diverse learning needs, Indigenous students, students from culturally and linguistically diverse backgrounds and others who will require ancillary supports to ensure they enjoy equity of access to the educational programmes is expected to be significantly different from the school's current cohort, details of how those additional students' needs will be met.



- Proposed number of additional members of teaching and non-teaching staff (including part time) and the staff to student ratios of each class in the additional year levels.

→ Complete [B6](#) if the addition of a campus will also result in the addition of a year level(s).  
 Sign the Premises and Facilities declaration at [B13](#).  
 Sign the submission of application at [B14](#).

### B5. Application to discontinue a campus

Campus name															
Campus address															
Suburb								Postcode							
Name of contact person								Phone							
Role of contact person								Email							
Current enrolments for each year level at the campus to be discontinued															
	Pre-K	K	PP	1	2	3	4	5	6	7	8	9	10	11	12
Current year															
Reason for the proposed change															
 Please attach the following: <ul style="list-style-type: none"> <li>Plans for how the students currently attending the campus will be assisted to transition to another campus or another school.</li> </ul>															
<p>→ Complete <a href="#">B7</a> if the discontinuation of a campus will also result in the discontinuation of a year level(s).          Sign the submission of application at B14.</p>															

## B6. Application to add year levels

	Pre-K	K	PP	1	2	3	4	5	6	7	8	9	10	11	12
Registered															
Proposed															

Current and projected enrolments for each year level

	Year	Pre-K	K	PP	1	2	3	4	5	6	7	8	9	10	11	12
Current year																
Current + 1																
Current + 2																
Current + 3																
Current + 4																
Current + 5																

Will new buildings / facilities be built to accommodate the additional year levels?

Reason for the proposed change

 Please attach the following:


- Advance determination made by the Minister for Education and Training for the change.
- Proposed number of additional members of teaching and non-teaching staff (including part time) and the staff to student ratios of each class in the additional year levels.
- Proposed number of days open and hours allocated for instruction for Pre-Kindergarten and Kindergarten, if applicable.
- Indoor and outdoor floor plans for the Pre-Kindergarten and Kindergarten areas (if applicable) and a schedule of use in the case of any areas which are to be shared (e.g. outdoor areas may be shared by Pre-Kindergarten and Kindergarten students during recess and lunch). Evidence of compliance with the minimum space requirements – 3.25m<sup>2</sup> of unencumbered indoor space per child and 7m<sup>2</sup> of unencumbered outdoor space per child - must also be attached.
- If new building/facilities are to be constructed:
  - A description of what new buildings/facilities will be built and their purpose.
  - Project plan or site development schedule including projected local government approval application and grant dates and contingencies in the event of delays.

➔ Complete [B8](#) if the addition of year levels will also result in the addition of a curriculum(s) (eg. the addition of Kindergarten).

Sign the Premises and Facilities declaration at [B13](#).


Sign the submission of application at [B14](#).

## B7. Application to discontinue year levels


	Pre-K	K	PP	1	2	3	4	5	6	7	8	9	10	11	12
Current															
Proposed															
Reason for the proposed change															
<p> Please attach the following:</p> <ul style="list-style-type: none"> <li>Plans for how the students currently attending the campus and affected by the discontinued year levels will be assisted to transition to another campus of another school.</li> </ul>															
<p>➔ Complete <a href="#">B8</a> if the discontinuation of year levels will also result in the discontinuation of a curriculum(s).</p> <p>Sign the submission of application at <a href="#">B14</a>.</p>															

## B8. Application to change, discontinue or add curriculum

	Registered	Proposed
<b>Final year of early education period (Pre-Kindergarten)</b>		
Early Years Learning Framework (Pre-Kindergarten)		
<b>Pre-compulsory education period (Kindergarten)</b>		
Western Australian Kindergarten Curriculum Guidelines		
<b>Compulsory education period (Pre-Primary to Year 10)</b>		
Western Australian Curriculum		
Other Curriculum: Please specify		
Alternative reporting on student achievement		
<b>Compulsory education period (Years 11 and 12)</b>		
ATAR, General, Foundation, VET industry specific, and Preliminary Courses (i.e. Western Australian Certificate of Education (WACE))		
Nationally recognised training delivered by a Registered Training Organisation		
Cambridge International A Levels		
International Baccalaureate Diploma		
Other qualification: Please specify		


Reason for the proposed change	
 Please attach the following: <ul style="list-style-type: none"> <li>• Curriculum Plan for the additional curriculum(s) (if applicable).</li> <li>• Assessment and reporting policies and report templates for the additional curriculum(s) (if applicable).</li> <li>• A copy of approval for an alternative curriculum or reporting from the School Curriculum and Standards Authority (if applicable).</li> </ul>	
→ Sign the submission of application at <a href="#">B14</a> .	

### B9. Application to change the name of the school's governing body

Proposed new governing body name			
Reason for the proposed change			
 Please attach the following: <ul style="list-style-type: none"> <li>• Evidence of registration of the proposed name as a business name</li> </ul>			
→ Sign the submission of application at <a href="#">B14</a> .			

### B10. Application to change the school's governing body

Proposed new governing body name			
Governing body address			
Suburb		Postcode	
Governing body postal address			
Suburb		Postcode	
Australian Business Number (ABN) or Australian Company Number (ACN)			
Name of governing body Chair			

Chair's email address <sup>3</sup>		
Chair's telephone numbers <sup>3</sup>	Landline:	Mobile:
Reason for the proposed change		
 Please attach the following: <ul style="list-style-type: none"> <li>• Constitution of the proposed new governing body.</li> <li>• Evidence (as described on pages 9, 52, and 53 of the <a href="#">Guide to registration standards and other requirements for non-government schools</a>) demonstrating how the proposed new governing body will: <ul style="list-style-type: none"> <li>○ have the ownership, management or control of the school;</li> <li>○ have overall governance of the school separate from the day-to-day management of the school by the Principal; and</li> <li>○ be accountable for the four matters specified in section 160(f) of the Act, including its non-delegable duty of care.</li> </ul> </li> <li>• The CVs of the Chair and Treasurer (or equivalent).</li> </ul>		
<p>➔ Complete the register of governing body members at <a href="#">B11</a>.</p> <p>Sign the Statutory Declaration at <a href="#">B12</a> attesting to the fitness and propriety of the proposed governing body members.</p> <p>Sign the submission of application at <a href="#">B14</a>.</p>		

<sup>3</sup> Please ensure that these are direct contact details for the Chair (it is not sufficient to provide the Principal's or school's phone and email address here).



## B12. Statutory declaration

### *Oaths, Affidavits and Statutory Declarations Act 2005*

This Statutory Declaration must be completed by the Chair of the school's governing body. Enter or select information in the highlighted fields then print the document. Have your signature witnessed by an authorised witness.

I, \_\_\_\_\_ (name) of \_\_\_\_\_  
(address), \_\_\_\_\_ (occupation), sincerely declare as follows:

1. I am the Chair of \_\_\_\_\_ (governing body name), the governing body of \_\_\_\_\_ (school name) and make this declaration in that capacity concerning the members of the management committee, council or board of directors of \_\_\_\_\_ (governing body name) herein referred to as "the members".

2. In this declaration, as required by School Education Act 1999, section 160(5), a relevant relationship refers to a relationship between a board member and another person, or between two or more board members, which fits one of the following:

- employer and employee
- business partners
- director of a body corporate and the body corporate
- involved in the control or management of a body corporate and the body corporate
- holds an interest in at least 5% of the share capital of a body corporate and the body corporate
- joint trustee or joint beneficiary.

### **Chair's assessment of members' fitness and propriety**

3. The members are required to provide evidence of their eligibility, fitness and propriety to serve as members to me as Chair and I have assessed the evidence so provided.

4. On the basis of my assessment, I am satisfied that all of the members are eligible to serve, and are not disqualified from serving, on a management committee, council or board of directors in accordance with **(select one which applies):**

- Associations Incorporation Act 2015 (WA)* sections 39 and 40
- Corporations Act 2001 (Cth)* Part 2D.6
- Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)* Division 279
- other (specify) \_\_\_\_\_

5. On the basis of my assessment, I am satisfied that none of the members:
- (a) has ever been refused a Working With Children Card or its equivalent in Australia or any other country, except on the basis that they were not engaged in child-related work (Note: in WA this refusal includes being issued with an interim negative notice or a negative notice under the *Working with Children (Criminal Record Checking) Act 2004*); or
  - (b) has a conflict of interest that cannot be effectively managed by the governing body in accordance with established policies and procedures.
6. I have obtained a statement from each member as to his or her knowledge of the past conduct of the persons and companies with whom he or she has a relevant relationship (as defined in clause 2) and I am of the opinion that **(select one which applies)**:

none of the members is aware of having a relevant relationship with a person or company who has been convicted within the last five years or, if convicted and imprisoned, released within the last five years, in respect of an offence involving fraud, theft or breach of a fiduciary relationship, however described, whether committed in Australia or elsewhere.

OR

in each case of a member who is aware of having a relevant relationship with a person or company who has been convicted within the last five years or, if convicted and imprisoned, released within the last five years, in respect of an offence involving fraud, theft or breach of a fiduciary relationship, however described, whether committed in Australia or elsewhere, the relationship should not preclude that member from membership of the governing body for reasons I have documented.

### Chair's fitness and propriety

7. I am eligible to serve and am not disqualified from serving as both member and Chair of the management committee, council or board of directors of

\_\_\_\_\_ (governing body name)

in accordance with **(select one which applies)**:

*Associations Incorporation Act 2015* (WA) sections 39 and 40

*Corporations Act 2001* (Cth) Part 2D.6

*Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) Division 279

other (specify) \_\_\_\_\_

8. I:
- (a) have never been refused a Working With Children Card or its equivalent in Australia or any other country, except on the basis that I was not engaged in child-related work (Note: in WA this refusal includes being issued with an interim negative notice or a negative notice under the *Working with Children (Criminal Record Checking) Act 2004*); and
  - (b) have no conflict of interest that cannot be effectively managed by the governing body in accordance with established policies and procedures.

9. I: **(select one which applies)**

am not aware of having a relevant relationship with a person or company who has been convicted within the last five years or, if convicted and imprisoned, released within the last five years, in respect of an offence involving fraud, theft or breach of a fiduciary relationship, however described, whether committed in Australia or elsewhere.

OR



- am aware of having a relevant relationship with a person or company who has been convicted within the last five years or, if convicted and imprisoned, released within the last five years, in respect of an offence involving fraud, theft or breach of a fiduciary relationship, however described, whether committed in Australia or elsewhere, and attach a statement as to the nature of that relationship in a sealed envelope addressed to the Director General, Department of Education, and marked “confidential”. Further, I have made the members aware of this relationship.

## Declaration

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005 (WA)* at

\_\_\_\_\_ (place) on \_\_\_\_\_ (date) by:

\_\_\_\_\_  
(Signature of person making the declaration)

in the presence of:

\_\_\_\_\_  
(Signature of authorised witness)

\_\_\_\_\_  
(Name of authorised witness and qualification\* as such a witness)

### \* Important: This declaration must be made before one of the following persons:

Academic (post-secondary institution)	Electorate Officer (State – WA only)	Podiatrist
Accountant	Engineer Industrial organisation secretary	Police officer
Architect	Insurance broker	Post Officer Manager
Australian Consular Officer	Justice of the Peace (any State)	Psychologist
Australian Diplomatic Officer	Lawyer	Public Notary
Bailiff	Local government CEO or deputy CEO	Public Servant (State or Commonwealth)
Bank Manager	Local government councillor	Real Estate agent
Chartered secretary	Loss adjuster	Settlement agent
Chemist	Marriage Celebrant	Sheriff or deputy Sheriff
Chiropractor	Member of Parliament	Surveyor
Company auditor or liquidator	Minister of religion	Teacher
Court officer (magistrate, registrar or clerk)	Nurse	Tribunal officer
Defence Force officer	Optometrist	Veterinary surgeon
Dentist	Patent Attorney	
Doctor	Physiotherapist	

or any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

Full definitions of these professions are available at [courts.dotag.wa.gov.au/ files/Professions\\_witness\\_statutory\\_declarations.pdf](https://courts.dotag.wa.gov.au/files/Professions_witness_statutory_declarations.pdf)

### B13. Premises and facilities declaration

The school's buildings, facilities and grounds (including off-campus sites) are required to meet all legal standards and fully comply with safety and health requirements.

#### Buildings and grounds

The school's buildings, facilities and grounds:

- are suitable for the programs offered by the school and the students' age levels;
- comply with the Building Code of Australia and local planning regulations, where relevant;
- comply with all applicable local government safety and health by-laws;
- comply with the *Occupational Safety and Health Act 1984 (WA)* and *Occupational Safety and Health Regulations 1996*; and
- comply with the *Disability (Access to Premises – Buildings) Standards 2010 (Cth)*, if applicable.

#### Vehicles

Vehicles owned or leased by the school:

- comply with all licensing, inspection, maintenance and safety requirements for vehicles used to transport students.

#### Boarding – buildings and facilities (if applicable)

The school's buildings and facilities for boarding:

- provide or will provide a suitable and pleasant environment for the promotion of the health, safety, educational progress and wellbeing of its students;
- comply with the Building Code of Australia and other local planning regulations, where relevant;
- comply with all applicable local government by-laws;
- comply with the *Occupational Safety and Health Act 1984 (WA)* and *Occupational Safety and Health Regulations 1996*;
- comply with the *Disability (Access to Premises – Buildings) Standards 2010 (Cth)*; and
- are or will be fit for purpose, safe, hygienic, well-maintained, sufficient and appropriate for the accommodation of boarding students and for the numbers of students to be accommodated.

Signed for and on behalf of the governing body\* by:

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Name	Position	Signature	Date
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