

Declaration of a School’s Not-for-profit Status

How to use this declaration

Complete this declaration if the school is applying to:

* register for the first time, or
* if the school was registered before 1 July 2007 and amend its registration by including an additional campus or year level.

PRIVACY DISCLAIMER

The VRQA requires all the information collected in this application for the purpose of registering schools under the *Education and Training Reform Act 2006* (the Act). Once registered, some information about schools will be made available to the public on the State Register. Information may also be shared with other government organisations if required for their functions, in accordance with the Act. The VRQA is committed to handling all personal information securely in accordance with the *Privacy and Data Protection Act 2014*. To learn more about how the VRQA handles personal information, access the VRQA’s privacy statement on the VRQA website.

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| **Statutory declaration** | | | | |
| Please complete the following | | | | |
| I, | | | (full name) | |
| of | | | (address) | |
|  | | | (occupation) | |
| do solemnly and sincerely declare that: | | | | |
| 1. | **Is the school established for the purpose of profit or gain?**  Answer ‘No’ if the school is not established for the purpose of profit or gain as that concept is explained in this Guide and the Regulations. The constitution or governing documents of the school must specify that its assets and income be applied solely toward the conduct of the school. | ☐ Yes ☐ No | | |
| 2. | **Does the proprietor of the school conduct the school for the purposes of proprietor or any other person’s profit or gain?**  Answer ‘No’ if the proprietor of the school does not conduct the school for the purposes of the proprietor or any other person’s profit or gain.  A proprietor of a school is not to be taken to conduct the school for the purpose of profit or gain if the proprietor makes a financial surplus in the course of the proper administration of the school. | ☐ Yes ☐ No | | |
| 3. | **Is any part of the profit or gain made in the conduct of the school distributed to any Entity?**  Answer ‘No’ if no part of the profit or gain made in the conduct of the school is or may be distributed to any entity.  A proprietor of a school is not to be taken to conduct the school for the purpose of profit or gain if the proprietor makes a financial surplus in the course of the proper administration of the school. | ☐ Yes ☐ No | | |
| 4. | **Is any money and property received by the school or the proprietor of the school for the conduct of the school NOT applied solely towards the conduct of the school?**  Answer ‘No’ if all money and property received by the school or the proprietor of the school for the conduct of the school is applied solely towards the conduct of the school. | ☐ Yes ☐ No | | |
| 5. | **Is the proprietor of the school a party to a Prohibited Agreement or Arrangement?**  See Appendix 1 of the guidelines for the definition of a ‘Prohibited Agreement or Arrangement’. | ☐ Yes ☐ No | | |
| 6. | **Is the school a party to a Prohibited Agreement or Arrangement?** | ☐ Yes ☐ No | | |
| 7. | **If the school is a non-government school, on the closure of the school, are any surplus assets of the school remaining after payment of the school’s liabilities NOT required by the constitution or rules governing the school to be:**   * used by the proprietor of the school for providing education services to school-age children or for other not-for-profit purposes   or   * given to a not-for-profit entity operating within Australia that provides education services to school children or that has similar purposes to the proprietor?   Answer ‘No’ if the school is a non-government school, and on closure of the school, any surplus assets of the school remaining after payment of the school’s liabilities are required by the constitution or rules governing the school to be:   * used by the proprietor of the school for providing education services to school-age children or for other not-for-profit purposes   or   * given to a not-for-profit entity operating within Australia that provides education services to school children or that has similar purposes to the proprietor. | ☐ Yes ☐ No | | |
| 8. | **Did you answer ‘No’ to questions 1-7?**  By answering ‘Yes’ to this question, you are confirming that the school for which you are completing this attestation complies with the not-for-profit requirements of the Regulations.  If you answer ‘No’, it means your school does not comply with the not-for-profit requirements. | ☐ Yes☐ No | | |
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| I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury. | | | | | | | |
| Declared at | |  | | | | | (location of signing) |
| in the State of Victoria, this | | |  | (day), of |  | | (month), 202\_ (year) |
|  |  | | | | | (signature of person making this declaration – to be signed in front of an authorised witness) | |
| **Authorised witness\***  Before me | | | | | |  | |
| |  |  |  |  | | --- | --- | --- | --- | |  |  | | (witness name) | |  |  | | (title) | |  |  | | (address) | |  |  | | (signature) | |  |  |  |  |   \* The authorised witness must write, type or stamp their name, the capacity in which they have authority to witness a statutory declaration and their address under section 30 of the *Oaths and Affirmations Act 2018* (as of 1 March 2019), previously *Evidence (Miscellaneous Provisions) Act 1958*. For a list of authorised persons who may witness statutory declarations under section 30 of the *Oaths and Affirmations Act 2018* see:  • [www.justice.vic.gov.au/statdecs](https://www.vrqa.vic.gov.au/Documents/www.justice.vic.gov.au/statdecs) | | | | | | | |