



**AUSTRALIAN  
ACCESS FEDERATION**

[www.aaf.edu.au](http://www.aaf.edu.au)

# NEW SUBSCRIPTION PACK

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For an organisation that provide products or services which support education, research or research and development.

7 December 2010

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## SUBSCRIBING TO THE AUSTRALIAN ACCESS FEDERATION (AAF)

### ELIGIBILITY

This subscription pack is for organisations that provide products or services which support education, research or research and development, including:

- Government or Commercial Product and Service Organisations delivering products or services to the education and research sector; and
- any other entity approved by the AAF Inc Executive Committee from time to time.

### SUBSCRIPTION OPTIONS

Subscribing to the Australian Access Federation in 2011 is a simple two step process.

**Step 1:** Complete the forms in this subscription pack and return it to the AAF.

**Step 2:** Pay your subscription fees within 28 days of approval of your application.

Completed forms may be posted, faxed or e-mailed in PDF format as shown below:

**Post:** Australian Access Federation  
PO Box 9432  
Deakin  
ACT 2600

**Fax:** +61 2 6222 3535 (marked attention Penelope Hucker)

**Email:** Send a scanned clearly readable PDF to [subscribe@aaf.edu.au](mailto:subscribe@aaf.edu.au)

### SUBSCRIPTION FEES

Once your subscription has been approved by the AAF you are required to pay your annual subscription fee within 28 days. Subscriptions from 1 January 2011 include an additional one-time joining fee.

More information about the subscription model used to calculate your subscription is available from: <http://www.aaf.edu.au/subscribe/aaf-subscription-fees/>.

## COMPLIANCE WITH THE FEDERATION RULES

### ***For subscribers prior to 30 June 2011***

Once you have subscribed to the Australian Access Federation you will have until 30 June 2011 to become fully compliant with the Federation Rules. The Federation Rules are available from: <http://www.aaf.edu.au/about/federation-rules/>.

The AAF will require a signed statement stating that your organisation has self assessed as being compliant with the Federation Rules on or before 30 June 2011.

Compliance statements will be sought from subscribers and Members on an annual basis.

### ***For subscribers after 30 June 2011***

All Institutions that subscribe to the Australian Access Federation after 30 June 2011 are required to be fully compliant with the Federation Rules. The Federation Rules are available from: <http://www.aaf.edu.au/about/federation-rules/>.

As part of your subscription application the AAF requires a signed statement stating that your organisation has self assessed as being compliant with the Federation Rules.

Compliance statements will be sought from subscribers and Members on an annual basis.

## CONNECTING TO THE AAF

### ***Accessing the Test Environment***

Institutions considering subscribing to the AAF are able to use the AAF's test environment to test and experiment with their own services at anytime without subscribing to the AAF. Use of the test environment is subject to the *Australian Access Federation Test Federation Usage Policy*, see: <http://www.aaf.edu.au/about/documents-and-reports/>.

### ***Accessing the Production Environment***

Once your subscription has been approved by the AAF and payment of your subscription fees has been received, you will be able to transition your services from the test space to production mode.

Institutions are able to subscribe to the AAF before they are ready to technically connect to the production environment.

## AAF SUBSCRIPTION APPLICATION FORM

<b>Applicant's Institution</b>	
Full name of Applicant organisation seeking to subscribe to the use of the AAF	
Nature of Applicant's business in the research and education sector	
ABN or equivalent of Applicant	
<b>Applicant's Address</b>	
Address	
<b>Primary Representative</b>	
Name of person authorised by the Applicant to act on its behalf on matters relating to the AAF	
Title	First name, Surname
Position title of Primary Representative	
Email address of Primary Representative	
Phone Number	Mobile Number
Address	
<b>Billing Details</b>	
Name/ Department	
Postal Address	
Email Address	Contact Phone
<p>My organisation provides products or services which support education, research or research and development and will be configuring the following:</p>	
<input type="checkbox"/> Identity Provider	<input type="checkbox"/> Service Provider (List the services)
<b>Declaration</b>	
I have read the Federation Rules and if my application is approved by the Australian Access Federation, I agree that my organisation will be bound by the Federation Rules as amended from time to time.	
Signature	Date

***Please provide the following additional information to support your application:***

Describe the profile of your company, size, services or product areas and customers.

Describe your commercial intent and proposed use of the federation.

*Applicants are encouraged to attach reference sites or recommendations from client organisations that use their services (if possible, at least one of those from the higher education and research sector and one other).*