



**AUSTRALIAN  
ACCESS FEDERATION**

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

# NEW SUBSCRIPTION & OPTIONAL MEMBERSHIP PACK

For an institution that undertakes or supports education,  
research or research and development.

7 December 2010



## SUBSCRIBING TO THE AUSTRALIAN ACCESS FEDERATION (AAF)

### ELIGIBILITY

This subscription pack is for institutions that undertake or support education, research or research and development, including:

- Tertiary Education Institutions, such as universities or vocational education institutions;
- Government, Commercial Research Institutions and not-for-profit entities; 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:** Choose whether you wish to become a subscriber or a Member and complete the appropriate form in this subscription pack and return it to the AAF. Generally the form should be completed by the IT Director or CIO.

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

As a **subscriber** you are simply using a service (the AAF) for which you are paying a fee (the subscription) and agreeing to the terms and conditions of the service (the Federation Rules). To become a subscriber complete the form on Page 4.

As a **Member** you are, in addition to being a subscriber, also agreeing to be bound by the Australian Access Federation Incorporated Constitution. Becoming a Member gives you the right to participate in meetings of AAF Inc. and to have input into how the Federation is run. To become a Member complete the forms on Page 6 and 7 and provide the covering letter as indicated on Page 8.

If you initially choose to become a subscriber, you can upgrade to a Member at any time providing you meet eligibility criteria and conditions for membership. Both subscribers and Members have full access to the services of the AAF.

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 30 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 the 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

*Note: Complete this form if you applying to subscribe to the AAF only.*

<b>Applicant's Institution</b>	
Full name of Applicant institution 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
For billing purposes provide your Full Time Equivalent (FTE) staff count <sup>1</sup>	
<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

<sup>1</sup> FTE for Australian Universities will be taken from the latest DEEWR Higher Education Statistics and there is no need to provide this information. See Table I.11 at: <http://www.deewr.gov.au/HigherEducation/Publications/HESstatistics/Publications/Pages/Staff.aspx>

THE NEXT SECTION IS FOR INSTITUTIONS WISHING TO APPLY FOR  
MEMBERSHIP OF AUSTRALIAN ACCESS FEDERATION  
INCORPORATED

As a **Member** you are in addition to being a subscriber also agreeing to be bound by the Australian Access Federation Incorporated Constitution. Membership gives you the opportunity to participate in meetings of AAF Inc. and to have input into how the Federation is run.

The Australian Access Federation Incorporated Constitution can be found at:  
<http://www.aaf.edu.au/about/aaf-inc-constitution/>

## AAF MEMBERSHIP APPLICATION FORM (OPTIONAL)

*Note: Complete this form if you are applying to become a Member (includes subscribing to the AAF).*

*Please read the Australian Access Federation Incorporated Constitution before completing this form.*

### Application to participate in The Australian Access Federation Incorporated

Incorporated in New South Wales under the Associations Incorporation Act 1984

Once completed, this form is to be submitted to the Secretary of the Australian Access Federation (AAF) Incorporated and accompanied by a covering letter on the applicant's letterhead signed by the applicant's CEO (or equivalent).

Full name of Applicant (Body Corporate) seeking to become a Participant in the AAF	
Applicant's ABN	
Address of Applicant to be recorded in the AAF Register of Participants	Postal address  State or Territory  Postcode
Nature of Applicant's business in the research and education sector	
Name of person authorised by the Applicant to act on its behalf on matters relating to the AAF	
Title of authorised person	
Address of authorised person	Postal Address  State or Territory  Postcode  Email address
Type of Participation sought by the Applicant	Member  Affiliate

**Declaration**

I have read the AAF Constitution and Federation Rules and if admitted to the AAF as a Member or Affiliate, I agree that my organisation will be bound by the AAF Constitution and Federation Rules as amended from time to time.

.....

(Full name of person authorised by the Applicant to seek participation in the AAF)

.....

(Signature)

Date .....

## AAF Membership Application Billing Details

Billing Details	
Name/ Department	
Postal Address	
Email Address	Contact Phone
For billing purposes provide your Full Time Equivalent (FTE) staff count <sup>2</sup>	

<sup>2</sup> FTE for Australian Universities will be taken from the latest DEEWR Higher Education Statistics and there is no need to provide this information. See Table I.11 at: <http://www.deewr.gov.au/HigherEducation/Publications/HESstatistics/Publications/Pages/Staff.aspx>

## EXAMPLE COVERING LETTER

Your University or Organisation Logo

(date)

The Secretary  
Australian Access Federation  
PO Box 9432  
DEAKIN  
ACT 2600

To the Secretary of the AAF,

Please find attached a signed Application Form from the <University Name or Organisation Name> to become a Member of the Australian Access Federation Incorporated.

<IT Director/CIO Name> and their successors are authorized by the <University or Organisation Name> to act on our behalf on matters relating AAF Inc.

Yours sincerely

Signature  
<Name of Authorising Officer>  
<Signature Block>