



# Professional development nomination

Once complete, the information provided on this form is used for administrative purposes at the ANU National Security College (NSC). This information is required by the NSC as part of its duty of care responsibilities, and some information is requested on behalf of agencies hosting sessions in our secure facilities. All information provided on this form is handled in the strictest confidence and secured appropriately. Please do not alter this form. If your agency requires further information, please include additional pages.

Program name:	
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Surname:			
First name:		Title:	

Agency/Department:			
Section:			
Position title:			
APS level or rank:			

Contact email address:	
Contact mobile number:	

Dietary requirements/allergies:	
Special needs assistance:	

Emergency contact name:			
Relationship:		Contact number:	

We pride ourselves on meeting participant expectations in our courses. Please assist us by briefly outlining what you would like to get out of the course:

Please provide a short biography that you are happy to share with the Facilitator/Presenter and fellow participants, 150 words maximum.

How did you hear about this program?

Please advise if you would like to join our alumni mailing list.

You will receive emails from us on a regular basis containing information about upcoming courses and special events that may be of interest.

### Approval & payment details:

Please complete in full for the person responsible for approving your attendance at this program.

Course fee:	\$	
Billing contact person:		
Position title:		
Contact phone number:		
Contact email:		
Billing address:		
Does this payment attract GST? Please read information below		

When making the payment/requesting an invoice, you will have an option to either make the payment excluding GST or including GST. A payment will not be subject to GST if the following **three** criteria apply to you :

- (1) the payment is made by a [government related entity](#) (GRE) to another GRE (**the ANU is a GRE – please refer to list GRE at [www.finance.gov.au](http://www.finance.gov.au)**),
- (2) the payment is covered by an *appropriation* under an *Australian law*
- (3) the *payment satisfies the non-commercial test* – Our programs do satisfy the non-commercial test.

References: [ATO Legislation](#) and [Dept Finance list of Government Related Entities](#)

We can confirm whether you are a Government related entity and the transaction satisfies the non-commercial test, however we cannot confirm if the payment for the program is coming from an *appropriation* under an *Australian law*. You will therefore need to confirm the source of funds with your Finance area. If you can confirm the source of funds is from an appropriation, then the payment can be GST free.

### Substitutions, cancellations and refunds

Please make all requests for substitutions, transfers or refunds in writing (email [epd.nsc@anu.edu.au](mailto:epd.nsc@anu.edu.au)) at least five business days before the start of the program. A full refund will be provided for cancellation requests received up to five business days prior to the start of the program. A 50 percent refund (excluding travel costs) will be provided for cancellations received up to five business days prior to the start of the program. Course fees for cancellation requests received after that will not be refunded. Participants can request a transfer to another program. Transfers must be made within the same calendar year. In the event of non-attendance, the NSC will advise home agencies and no refund of fees will be made.