**FOREIGN ARRANGEMENTS SCHEME (FAS) NOTIFICATION**

**ONLY USE THIS FORM IF:**

1. **You have determined that FAS applies to your arrangement using the FAS Decision Tool; AND**
2. **You have notified your Head of Work Unit who has approved entering into the arrangement**

The University must upload foreign arrangements to Department of Foreign Affairs and Trade (DFAT) FAS Online Portal. To assist in registering your arrangement, please complete this form and email with any attachments to fas@scu.edu.au:

**SCU Contact Person: Work Unit:** Choose an item.

**Email: Head of Work Unit approval?** Choose an item.

**Phone:**

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| **What is the title of the proposed arrangement?** | |
| **List the other party(ies) to the arrangement:**  *(If there are more than two parties, list the additional parties in your email attaching this form)* | |
| Organisation Name:  Australian or Foreign Entity?Choose an item.  If a foreign entity, list the country:  If an Australian entity, list its ABN:  Type of Entity? Choose an item.  Postal Address:  Telephone Number: | Organisation Name:  Australian or Foreign Entity?Choose an item.  If a foreign entity, list the country:  If an Australian entity, list its ABN:  Type of Entity? Choose an item.  Postal Address:  Telephone Number: |
| **Provide a brief statement summarising the subject matter and effect of the proposed arrangement:** *(e.g. an educational collaboration to deliver XYZ course)* | |

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| **Are there any other arrangements that are related to, or a subsidiary of, the proposed arrangement (i.e. a secondary agreement or arrangement):** Choose an item.  If Yes:   * include details about the related/subsidiary arrangement; and * provide a copy of the related/subsidiary arrangement. |
| **What is the Legal Status of the proposed arrangement?** Choose an item.  An arrangement is ***legally binding*** if any of the provisions of the arrangement confer legal rights or impose legal obligations that are legally enforceable under an Australian law or a foreign law (s9(2) of the Act).  *(Note: you will need to check the content of the proposed agreement to determine the status. If in doubt contact the Legal Office or Grants & Contracts Team.)* |
| **What are the start and end dates of the proposed arrangement?**  Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date. |
| Once the Minister has been notified of an arrangement, it will be included on the Public Register.  In some circumstances, the University may request that the Minister not include certain details on the Public Register, if that information is:   * commercially sensitive; or * would disclose the contents of a document prepared for the purposes of a meeting of the Cabinet of a State or Territory; or * would disclose the deliberations of a meeting of the Cabinet of a State or Territory; or * is the subject of legal professional privilege; or * is protected by public interest immunity; or * affects national security.   **Do you consider any of the detail included in the proposed agreement to meet any of the above criteria?** Choose an item.  If yes, provide details: |
| **Please provide a copy of the arrangement** - Choose an item. |
| **Email this form and any other attachments to the FAS Notifications team at:** [**fas@scu.edu.au**](mailto:fas@scu.edu.au) |