



**UNSW@ADFA
STAFF DEVELOPMENT REGISTRATION & PAYMENT FORM**



Please use one form per applicant

Return completed Form to Staff Development Administrator, Staff Development Unit UNSW@ADFA. Please contact the Staff Development Administrator prior to filling in this form on availability of places for the nominated Workshop/s.

Note: Non-attendance without reasonable reason will incur a \$30 cancellation fee payable to the Staff Development Unit.

COURSE DETAILS (ATTENDEE)		
Attendee's Name:	School/Unit:	
Email:	Phone:	
Do you have any special requirements eg. Wheelchair access, vegetarian etc.		
INTERNAL COURSE <input type="checkbox"/> EXTERNAL COURSE <input type="checkbox"/> <i>Payment for external training is to be made by the School/Unit. In special circumstances and with the approval of the Manager HR and Staff Development consideration will be given for payment to be made by the SDU. Please nominate method of payment.</i>		
School/Unit	<input type="checkbox"/>	Staff Development Unit <input type="checkbox"/>
COURSE NAME	COURSE DATE	AMOUNT
Rationale: How is this course relevant to the training and development requirements identified for you?		

Applicant's signature: _____ / /

APPROVALS		
Supervisor's Support: (I do/do not support this application):	Date:	/ /
Head of School /Unit Support: (I do/do not support this application):	Date:	/ /
Manager, Human Resources and Staff Development:	Date:	/ /

ACCOUNT AND PAYMENT DETAILS: (These details to be completed for internal transfer of funds only)

DR/CR	BUS UNIT	ACCNT	FUND	DEPT ID	PROG	CL	BUDGET PERIOD	PROJECT/GRANT	AMOUNT
Dr	UNSWA	6620			0000	00			
Cr	UNSWA	6620	DOD01	Z9504	0000	00			
Dr	UNSWA	6620			0000	00			
Cr	UNSWA	6620	DOD01	Z9504	0000	00			
Dr	UNSWA	6620			0000	00			
Cr	UNSWA	6620	DOD01	Z9504	0000	00			

Office Use Only - Return original to SDU after processing JOURNAL NO:	Date: / /
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