

Claim for Payment of Thesis Allowance for Graduate Research Students

This form is to be completed by graduate research students who started their degree at the University of South Australia or The University of Adelaide who have been awarded a scholarship that entitles them to claim for the reimbursement of the costs associated with submitting theses for examination. The allowance covers a maximum of four soft cover and three hard cover bound copies, up to \$420 for a Masters by Research thesis and up to \$840 for a Doctoral thesis.

You must provide receipts and proof of payment (such as a copy of your bank statement/transaction) with this application form. If you are claiming for soft and hard copies at the same time, ensure your receipt is itemised for each binding type.

Part 1: Student Details	
Student ID	
First Name	
Family Name	
Mailing Address (1)	
Mailing Address (2)	Postcode
Thesis Title	Date submitted
Scholarship	<input type="checkbox"/> RTPd <input type="checkbox"/> USAPA <input type="checkbox"/> RTPi <input type="checkbox"/> Other: _____

Part 2: Summary of Claim	
Please indicate the number of hard copy and soft copy theses this claim is for:	
<input type="checkbox"/> Soft Cover Bound Copies	<input type="checkbox"/> Hard Cover Bound Copies
<ul style="list-style-type: none"> Your claim may not include a charge for the purchase of equipment or for labour if you have done your own typing. Your claim may include the cost of the consumables (e.g. paper, ink, disks) or the hire of equipment required The maximum amount payable will be that outlined in the conditions of the award of the relevant scholarship 	<input type="checkbox"/> Printing/Typing \$ _____
	<input type="checkbox"/> Reproduction of Thesis \$ _____
	<input type="checkbox"/> Binding \$ _____
	<input type="checkbox"/> Other \$ _____
	Total Claim Amount \$ _____

Commented [MC1]: Is this still applicable as printed thesis no longer a requirement?

Commented [RB2R1]: Yes, we do have examiners who ask for soft copies and the hard copies are now only souvenirs. Because the scholarship conditions allow this type of reimbursement and don't specify it had to be for university requirements only we have to keep doing it unfortunately.

<ul style="list-style-type: none"> • Ensure your receipt is itemised if claiming soft and hard binding at the same time 	
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Part 3: Certification

I certify that I have completed the requirements for the degree and that I have not received financial assistance from another source for any of the items claimed above.

I enclose receipts totalling \$_____

I give the Adelaide University the authority to credit monies due to me at the account specified.

Bank Details	
Bank Name	
Branch	
Account Name	
BSB	
Account Number	

Student Signature

Part 4: Form Submission

Please submit this form and all supporting documentation via email to the Graduate Research School: graduate.research@adelaide.edu.au

Commented [RB3]: Add in GRS email address and maybe add the name too