

## Division of the Deputy Vice-Chancellor and Vice-President (Research) Adelaide Graduate Centre

### Thesis Allowance Claim Form

Scholarship: \_\_\_\_\_

Please return to: Adelaide Graduate Centre, Level 6, 115 Grenfell Street, University of Adelaide SA 5005

**PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING YOUR FORM TO ESTABLISH ELIGIBILITY**

- A thesis allowance is payable to assist with costs associated with the production of a thesis for scholarship holders who held a scholarship with a thesis allowance provided. The current maximum allowance is **\$A420 for a Master's thesis** and **\$A840 for a PhD**. The claim may include the cost of consumables (ie paper, ink, USB, disks) or the hire of equipment required for the production of your thesis.
- Claims should be lodged with the Adelaide Graduate Centre within 24 months of termination or expiry of the Award AND within 12 months of initial thesis submission.
- If you prefer payment directly into an Australian bank account, please attach a Bank Credit Authority form. This can be downloaded from: <http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pgforms.html>

### NOTE: Australian Postgraduate Award (Industry) holders

The thesis must be submitted within six months of the completion of the project, and the claim must be made within twelve months of the end of the project.

#### Those claiming thesis allowance should attach:

- Original receipts from the service provider, showing the cost incurred by the award holder, the date on which the receipt was issued, and the service for which the claim is being made.
- Thesis allowance is not assessable income for taxation purposes.
- If approved, reimbursement will only be processed on provision of receipts (not unpaid invoices)

<b>SURNAME:</b>		<b>OTHER NAMES:</b>		<b>ID:</b>	
<b>ADDRESS FOR SENDING CHEQUE TO:</b> (include postcode):					
<b>Contact Telephone Number:</b>			<b>Email Address:</b>		
<b>Degree:</b>			<b>Date of Initial Submission:</b>		
<b>School/Discipline:</b>			<b>Number of copies of thesis produced:</b>		
<b>SUMMARY OF CLAIMS FOR WHICH RECEIPTS ARE ATTACHED:</b>				<b>OFFICE USE ONLY</b> (Check against receipts)	
Typing or printing:		\$ _____			
Reproduction of Thesis:		\$ _____			
Binding:		\$ _____			
Other (please specify):		\$ _____			
<b>TOTAL:</b>		\$ _____			
Your claim <b>may not</b> include a charge for labour if you have done your own typing or for the purchase of equipment such as a computer, or payment of postage, or taxi fare.					
<b>DECLARATION</b>					
I confirm that the information provided on this form is correct and that I have not received financial assistance from another source for any of the items claimed above. Payment should be made to me by post to the above address, or nominated account.					
Signed: _____			Date: _____		
<b>IF COSTS COVERED BY YOUR DEPARTMENT</b> (please attach an itemised account of costs incurred including project code to be credited)					
I authorise the amount of \$..... to be transferred directly to the School/Discipline of ..... to reimburse the cost of thesis production, as per attached account.					
<b>OFFICE USE ONLY</b>					
Thesis submission confirmed: .....				Amount payable: \$ .....	