

Thesis Allowance Claim Form



Scholarship: _____

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

Explanation of Requirements:

- Claims should be lodged with the Adelaide Graduate Centre within 24 months of termination or expiry of the Award and within 12 months of thesis submission.
- A thesis allowance is payable to assist with costs associated with the production of a thesis. The current maximum allowance is **\$A420 for a Master's thesis** and **\$A840 for a PhD**.
- 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 person who provided the services, showing the amount 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.

SURNAME:		OTHER NAMES:	
ADDRESS FOR SENDING CHEQUE TO: (include postcode):			
Contact Telephone Number:		Email Address:	
Degree:		Date of Submission:	
School/Discipline:		Number of copies of thesis produced:	
SUMMARY OF CLAIMS FOR WHICH RECEIPTS ARE ATTACHED:			OFFICE USE ONLY (Check against receipts)
Typing or printing:	\$ _____		
Reproduction of Thesis:	\$ _____		
Binding:	\$ _____		
Other (please specify):	\$ _____		
TOTAL:	\$ _____		
Your claim may not include a charge for labour if you have done your own typing or for the purchase of equipment such as a typewriter or computer. It may include the cost of consumables (paper, ink, floppy disks) or the hire of equipment required for the production of the thesis.			
DECLARATION			
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: _____			
IF COSTS COVERED BY YOUR DEPARTMENT (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.			
OFFICE USE ONLY			
Amount claimed: \$		Thesis submission confirmed:	
Amount payable: \$		Payment authorised:	