

Return the completed form to the

**Adelaide Graduate Centre**

Level 2, Schulz Building  
The University of Adelaide SA 5005  
AUSTRALIA  
[scholarships@adelaide.edu.au](mailto:scholarships@adelaide.edu.au)



THE UNIVERSITY  
of ADELAIDE

Division of Research and Innovation

# Claim for Reimbursement of Thesis Costs

For students whose scholarship commenced prior to 2019

**SCHOLARSHIP:** \_\_\_\_\_

**Please read 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. Editing expenses can only be reimbursed if undertaken by a professional editor with an ABN and upon provision of a receipt. 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 computer, or taxi fare/ bus fare for delivery of thesis.
- Please be aware that should you have any outstanding financial obligations relating to your scholarship ie scholarship overpayments, these may be recovered from any thesis reimbursement claim made.
- Claims should be lodged with the Adelaide Graduate Centre within 24 months of date of initial thesis submission.
- Please note that not all scholarships provide a Reimbursement of Thesis Costs allowance. Please check your Conditions of Award before completing this application.
- Thesis allowance is not assessable income for taxation purposes.
- If approved, reimbursement will only be processed on provision of **receipts** (not unpaid invoices). Payment will be made by EFT.
- Australian Postgraduate Award Industry holders: Scholarships funded from projects 2011 onwards do not provide funds for a thesis production allowance. These will need to be provided through your Supervisor.

**Thesis Claim allowances should include the following:**

- 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 (scanned receipts cannot be accepted).
- **\*\*You will need to log on to <https://adelaide.edu.au/finance/updatebank> - to update/confirm your banking details.**
- Should you no longer have University email access you will need download a bank authority form from <https://www.adelaide.edu.au/finance/docs/forms/studforms/banking-authority-form.docx> and submit with your claim

**Personal Details**

Surname			
Given Name			
Student ID			
Telephone			
E-mail			
Bank details updated (date)**	<input type="radio"/> Online	<input type="radio"/> Attached	Date:
School or Discipline			
Degree	<input type="radio"/> PhD	<input type="radio"/> Master	
Date of Submission	<input type="radio"/> First	<input type="radio"/> Final	<input type="radio"/> N/A

## Summary of Claims for Which Receipts are Attached

		OFFICE USE ONLY (Check against receipts)
Typing or printing	\$	
Reproduction of Thesis	\$	
Binding	\$	
Other (please specify)	\$	
Other (please specify)		
Other (please specify)		
<b>TOTAL</b>	\$	

**Payment will only be made by EFT – \*\* Please ensure you have updated/confirmed your bank details as requested on page 1 of claim form.**

## 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. I hereby give The University of Adelaide Authority to credit all monies due to me to the account details provided to the University. This authority is to remain in effect until cancelled in writing.

\_\_\_\_\_  
Sign here

\_\_\_\_\_  
Date

## If Costs Covered by Your School/Discipline

(Please request your school/discipline 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.

For Office Use Only	
Thesis submission confirmed _____	Comment:
Amount payable \$ _____	

[www.adelaide.edu.au/graduatecentre/scholarships](http://www.adelaide.edu.au/graduatecentre/scholarships)

## Further Information

Ph: (08) 8313 5882

Fax: (08) 8313 5725

Email: [scholarships@adelaide.edu.au](mailto:scholarships@adelaide.edu.au)