

Claim for Payment of Thesis Allowance

For research degree students

① This form is to be completed by Research students who have been awarded a scholarship and are entitled 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. Where possible include original receipts with this application form, alternatively scanned copies can also be provided but will need to be accompanied with proof of payment with a copy of a bank statement. If you are claiming for soft and hard copies at the same time ensure your receipt is itemised for each binding type. More information can be found [here](#).

PART 1: STUDENT DETAILS

Student ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	<input type="text"/>							
Family Name	<input type="text"/>							
Mailing Address (1)	<input type="text"/>							
Mailing Address (2)	<input type="text"/>						Postcode	<input type="text"/>
Thesis Title	<input type="text"/>						Date Submitted:	<input type="text"/>
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:

_____ Soft Cover Bound Copies _____ 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 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 Ensure your receipt is itemised if claiming soft and hard binding at the same time 	<input type="checkbox"/> Printing/Typing	\$ _____
	<input type="checkbox"/> Reproduction of Thesis	\$ _____
	<input type="checkbox"/> Binding	\$ _____
	<input type="checkbox"/> Other	\$ _____
	Total Claim Amount	\$ _____

PART 3: CERTIFICATION

<p>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.</p> <p>I enclose original receipts totalling \$ _____</p> <p>I give the University of South Australia the authority to credit monies due to me at the account specified</p>	BANK DETAILS	
	Bank Name	<input type="text"/>
	Branch	<input type="text"/>
	Account Name	<input type="text"/>
	BSB	<input type="text"/>
Account Number	<input type="text"/>	
Student Signature	<input type="text"/>	

PART 4: FORM SUBMISSION

Please submit this form and all **original** receipts to Research Examinations, Student and Academic Services.

Internal Mail

Research Examinations, Student and Academic Services
101 Currie Street
Internal Post Code: 101-05

External Mail

Research Examinations, Student and Academic Services
University of South Australia
GPO Box 2471
Adelaide SA 5001

Email

Research.examinations@unisa.edu.au

Note: if submitting via email the form will need to be accompanied with proof of payment, for example a copy of a bank statement