



**RESEARCH DEGREES STUDENT MAINTENANCE ALLOWANCE CLAIM FORM**

Student Name:.....Student ID No.:.....

Address:.....

Full time                       Part time                       Staff Member                       Scholarship Holder

Internal                       External

**Claim for Year: 20.....**

Please Note: This form can only be used by higher degree research students who are enrolled at UniSA (and not on leave) for at least half of the year indicated above.

**Amount claimed \$ .....**

(Note: Payment is by reimbursement for *original* receipts)

**I have included (please tick boxes)**

(Note: Incomplete claims cannot be processed and will be returned to the claimant. A minimum amount of \$75 is payable for each claim.)

- Fully completed and signed claim form
- Original* tax compliant receipts for consumable goods or services used to produce draft copies of my thesis, the purchase of which took place during the year from which I am claiming.

**I certify that during.....I have paid out \$.....in expenses to produce draft copies of my thesis.**

(Please note: The maximum reimbursement per year for a full time internal student is \$300, and for a full time external student is \$500. The rate for pat time students is half that for full time students. The amount reimbursed will be the lesser of the maximum allowable or the amount claimed above.)

**Signed:.....Date:.....**

Your reimbursement will be paid directly into the bank account of your choice:

Account Name:.....Account Number:.....

Bank Name & Branch:.....BSB:.....

SWIFT Number (international students only):.....

**Please forward completed paperwork to:**

**HDR Student Funding, DIV EASS Research Office, Magill, University of South Australia, GPO Box 2471, ADELAIDE, SA, 5001.**