

**DOMESTIC HDR OVERTIME ADMINISTRATIVE LEVY SCHOLARSHIP APPLICATION**

**DOMESTIC HDR OVERTIME ADMINISTRATIVE LEVY POLICY**

Domestic Graduate Research Students who have exceeded EFTSL (equivalent full-time student load) of 4 (doctoral) and 2 (masters by research) are regarded as overtime in their postgraduate research studies. Overtime students are required to pay an Overtime Administrative Levy per session (or part session) for the remainder of their degree. An accrued EFTSL of 4 represents 4 years of full-time study or 8 years of part-time study (and equivalent for masters students). The [Overtime Administrative Levy](#) is currently \$2,100 per session for full-time students and \$1,050 per session for part-time students.

If you are overtime in your studies and believe you have legitimate extenuating circumstances, as defined in the criteria listed below, you may apply for a scholarship to cover the levy by completing and submitting this form to the Graduate Research School (via email: [grs@uts.edu.au](mailto:grs@uts.edu.au)). The extenuating circumstances must have occurred in the final session of your maximum candidature period and if eligible, this scholarship is only available for a maximum of one session.

You must also complete an online [Extension of Candidature form](#), which will be assessed separately. Successful outcome of your candidature extension request does not guarantee success in this scholarship application.

The Dean of the Graduate Research School will assess your application. You will be notified of the outcome by email. If successful, this scholarship would provide for one session of time to complete your postgraduate study.

Note: both part-time and full-time students are eligible for one session duration only.

**DOMESTIC HDR OVERTIME ADMINISTRATIVE LEVY SCHOLARSHIP CRITERIA**

Please indicate below which of the following apply to your circumstances.

Medical circumstances: for example, sudden illness or a medical condition that has changed to an extent that you were unable to maintain study at the appropriate progression rate.

Family/personal circumstances beyond your control: for example, death or severe medical problems within the family, unforeseen financial difficulties, significant disruption to domestic arrangements so that you cannot reasonably maintain study at the appropriate progression rate.

Extenuating circumstances of such significance that they interfere with your ability to maintain study at an appropriate progression rate: for example, carer’s responsibilities; legal commitments; accidents or natural disasters; unforeseen interruption to facilities at University.

Please attach a supporting statement of no more than two A4 pages, outlining your special circumstances and explaining how these have affected your postgraduate study.

STUDENT DETAILS				
SESSION	Research Session 1 <input type="checkbox"/>	Research Session 2 <input type="checkbox"/>	CURRENT EFTSL	
FAMILY NAME		GIVEN NAME		
STUDENT ID		SUPERVISOR NAME		
FACULTY		SCHOOL		
COURSE CODE AND NAME:				
STUDENT SIGNATURE:			DATE:	
GRADUATE RESEARCH SCHOOL				
APPROVED: YES <input type="checkbox"/>		NO <input type="checkbox"/>		
		COMMENTS:		
NAME		SIGNATURE:		DATE:
NOTIFICATION SENT TO THE FEES OFFICE <input type="checkbox"/>		DATE:		

**If you are in the process of applying for an extension of candidature, please attached this application and supporting documents to that form on ResearchMaster.**

**Otherwise please forward the completed application and attached supporting statement to:**  
[grs@uts.edu.au](mailto:grs@uts.edu.au)