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| **Scholarship Allowance Claim Form**  **For Higher Degree by Research students** | **Description: UTS colour logo for letterheadDescription: UTS colour logo for letterhead** |

**Graduate Research School** [**research.scholarships@uts.edu.au**](mailto:research.scholarships@uts.edu.au) **tel: 02 9514 1336 Level 7, Building 1 Broadway**

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| **1. Personal Details** |

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| **Not all scholarships carry an allowance for relocation or thesis production expenses. Please check your conditions of award before filling out this form.** | | | |
| Surname |  | First name |  |
| Faculty |  | Course name |  |
| Student ID |  | Contact phone |  |
| Mailing Address |  | | |

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| **2. Allowance Details** |

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| Name of scholarship |  | | | |
| Type of allowance claim |  | Relocation allowance |  | Thesis allowance |
| Total amount | **$** | | | |

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| **3. Payment Details** |

Please enter your bank details into My Student Admin as per the following instructions:

1. Log into My Student Admin https://onestopadmin.uts.edu.au/estudent/
2. Click on the 'Financial Details' tab
3. On the left hand menu, click on 'Bank Account Details'
4. Click on ‘Change my account details’
5. Select 'Electronic Funds Transfer’ under the payment method
6. Tick ‘Local’ under Bank account *(please note that we only pay scholarships through an Australian Bank)*
7. Enter the name of your bank under Bank name
8. Select ‘BSB’ under Bank Code Type
9. Enter your 6 digit BSB code number under BSB
10. Enter your Bank account number
11. Click 'Save'

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| **4. Signature** |

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# Applicant’s Name Signature Date

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| **What to do with the completed form** |

Once the form is completed, attach any relevant tax invoices (with a valid ABN Number) AND original receipts and submit them to the Scholarships Coordinator, Graduate Research School, Building 1, Level 7.

Students will be notified by email once their claims are processed.