



Completion Assistance for Higher Degree by Research Candidates

Guidelines:

- Total claims of up to **\$500** will be considered for non-scholarship HDR candidates. (HDR scholarship recipients may apply to the Scholarships Office, Research Services, for assistance relating to completion.)
- Applications available to HDR candidates whose official completion date is within **SIX MONTHS from the date of submission**.
- Only **one** application per candidature is permitted.
- **Evidence of expenditure in the form of original receipts is necessary as payment will only be in the form of reimbursement**

Personal Details:

ID:	MODE:	SCHOOL:
TITLE:	SURNAME:	GIVEN NAME:
PRINCIPAL SUPERVISOR:		
DATE OF APPLICATION FOR ASSISTANCE:		OFFICIAL THESIS SUBMISSION DATE:

Correspondence details:

NUMBER AND STREET:	SUBURB:	
STATE:	POSTCODE:	COUNTRY:
EMAIL:		MOBILE PHONE NO:

Banking details: All reimbursements will be made by electronic funds transfer unless otherwise advised

FINANCIAL INSTITUTION:	BRANCH:
ACCOUNT NAME:	
BSB NUMBER:	ACCOUNT NUMBER:

Details of required completion service:

Please provide details of proposed service you require under this category, including the supplier and quotation for the services to be provided. (If necessary, please attach further details.) Please **DO NOT** commence using these services until you have contacted the Research and Research Training office.

Candidate to complete:

CANDIDATE SIGNATURE:	DATE:
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Please return form to: **HDR Administrative Officer**
 Faculty of Arts and Education
 Waurn Ponds Campus
 Deakin University Locked Bag 20000, Geelong. Vic. 3220
 Tel: 03) 5227 2226; Fax: 03) 5227 2260
 Email: artsed-research@deakin.edu.au

Office Use Only: (Research Office Approval)

Signature: _____

Date: _____