

Please return to:
 Thesis Expenses
 Student Registry
 4 Mill Lane
 Cambridge



**Application for help towards the cost of printing and binding of a
 Ph.D. M.Sc. or M.Litt. thesis**

Please refer to the Notes overleaf before completing the application

From: (name of Tutor, if not Tutor could you please give job title)	College:
Tutor/College email address: (needed so that we can advise when bacs payment has been requested)	
Made on behalf of: (full name of student)	USN No:
Statement made in support of the application: (if no statement this application will not be considered)	
Total costs (receipts attached, if available)	£
Contribution to be made by College (if none available please note)	£
Contribution (where applicable) from any other sources (e.g. student's sponsoring body)	£

Tutor's signature Date

For Office use only:

<i>BACS made payable to :</i>	<i>College</i>
<i>Amount</i>	£
<i>BACS reference</i>	
<i>Date BACS requested</i>	
<i>CUFS code</i>	



Application for help towards the cost of printing and binding of a
Ph.D. M.Sc. or M.Litt. thesis

NOTES

1. To the applicant

- You should ask your College Tutor to apply on your behalf, using the attached form.
- Please note that these funds are for Ph.D., M.Sc., and M.Litt. Degree theses only; an **M.Phil. thesis cannot be considered**.
- If your sponsorship includes a specific amount sufficient for thesis binding etc., **you should not apply**. (If you have a Studentship, please refer to your original financial offer letter and show this to your Tutor).
- You should supply receipts if possible for submission by your Tutor.
- Your Tutor will be asked to confirm that you will have experienced financial hardship in meeting these costs; be prepared to make a case to your Tutor.
- **If your Tutor's application is successful, a BACS payment will be sent to your College, we will advise your Tutor when the payment has been requested.**
- **The maximum amount that can be awarded is £30.**

2. To the Tutor

Please complete the attached form, and make a case for the request for funds from the SR **General Fund**.

Where there is no statement of support or signature the application will be returned to the Tutor.

Please note that awards are made only in cases of financial hardship.

The Student Registry's General Fund cannot fund the whole cost of printing and binding, but we are happy to *share costs with the College wherever possible*. If the College is unable to make a contribution because substantial awards have already been made to the student, please indicate this on the form.

To save paper we are not sending out letters advising Tutors that a BACS payment has been requested. Please remember to quote your email address so that we will advise you when the BACS payment has been requested.

Thank you.

Sam Thake
Accounts Administrator (Fees and Funding)



**UNIVERSITY OF
CAMBRIDGE**

**Academic Division
Student Registry**

memo

Sam Thake

*Accounts Administrator
Fees and Funding*

To: All Graduate Tutors

From: Sam Thake

Subject: Thesis Expenses Form

Thesis printing and binding costs for
Ph.D./M.Sc./M.Litt. Degrees
application to the Student Registry's General Fund

Please find enclosed an application form, together with guidance notes for your use; this form replaces any previous form you may have.

I understand that some graduate students are not aware that such applications to the Student Registry's General Fund can be made in cases of financial hardship. I would be most grateful if you could take steps to draw this to the attention of the appropriate subset of your graduate students.

Please feel free to use this attachment as a 'master' and photo-copy as many sets as you need.

Sam Thake

Accounts Administrator (Fees and Funding)