

# Application for assistance with thesis expenses form



**UNIVERSITY OF  
CAMBRIDGE**

Board of Graduate Studies

feesandfunding@gradstudies.cam.ac.uk  
http://www.admin.cam.ac.uk/offices/gradstud/

This form is for those applying 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

<b>From: (name of Tutor)</b>	<b>College:</b>
<b>Made on behalf of:</b>	
<b>Statement made in support of the application:</b>	
<b>Total costs</b> (receipts attached, if available)	£
<b>Contribution to be made by College</b>	£
<b>Contribution (where applicable) from any other sources (e.g. student's sponsoring body)</b>	£

Tutor's signature ..... Date .....

For Office use only :

<i>Cheque made payable to :</i>	
<i>Amount</i>	£
<i>Routine dispatch</i>	YES / NO
<i>File to Secretary for action when cheque received</i>	YES / NO

Date processed .....

**Laurie Friday MA PhD**  
Secretary of the Board of Graduate Studies



**Board of Graduate Studies**

**Notes: Applying for help towards the cost of printing and binding of your Ph.D., M.Sc. or M.Litt. thesis**

**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; M.Phil. theses 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 cheque, made out to your College, will be sent to your Tutor.

**2. To the Tutor**

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

The Board of Graduate Studies 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.

**What to do now:**

Send 2 copies of this form to: The Secretary, Board of Graduate Studies, 4 Mill Lane, Cambridge CB2 1RZ