University of Wollongong

SISAT and SCSSE Thesis Binding Funding Request

As a Masters or PhD student you may claim thesis binding expenses from the School (this does not include printing).

The school agrees to pay up to a total of $150. If you choose a supplier that charges more than this, you will need to pay the difference.

The procedure for claiming thesis binding is below:

1. Complete this form and submit to the Administration Assistant to the Head of School (details below) to which you belong for approval.
2. You will be contacted when your request has been approved and asked to collect the approved form.
3. You can either:
   a Take your thesis to your preferred binding supplier and pay yourself. You will then need to return this form along with the receipt and a completed payment request form and you will be reimbursed by the University. In the instance that your supplier charges more than the School will fund, you will only be reimbursed for the School's portion.
   b Take your thesis to your preferred binding supplier and ask they call the Administration Assistant to the Head of School and she/he will pay for the binding and you will be notified so you can collect your bound thesis from the supplier. In the instance that your supplier charges more than the School will fund, the Assistant will only pay the School's portion and you will be required to pay the remainder.

Administration Assistants to Head of Schools are:

School of Information Systems and Technology
Mrs Lori Duffey
Building 39 Room 114
Phone: 02 4221 4038
Email: lduffey@uow.edu.au

School of Computer Science and Software Engineering
Ms Bona Merxhushi
Building 3 Room 222
Phone: 02 4221 5881
Email: bona@uow.edu.au

Student Number	Last Name	First Name
Current Course Code	**Current Course Name**	**Major**

Number of Theses to be Bound: _____

Copies are required for: 1 x School / 1 x Library / 1 x Student

(please list names for Supervisors)

Supervisor 1: _____

Supervisor 2: _____

Total Amount for Binding $ _____

☐ I will pay for the binding and request a reimbursement

☐ I would like the School to pay for the binding

Student Signature		Date	

APPROVAL							
Primary Supervisor		Recommended	Yes/No	Signature		Date	
Head of School		Approved	Yes/No	Signature		Date	