



APPLICATION FOR RELOCATION ALLOWANCE

Please turn overleaf for **IMPORTANT** information about the Relocation Allowance.

1. This form can be used by recipients of the following scholarships: APA, MRS, MIRS, FMS, HRS, SFS, or prestigious or other major scholarship. See overleaf for key abbreviations.
2. This form must be submitted within 6 months of commencing your scholarship.
3. For information about the Relocation Allowance refer to the information overleaf, Conditions Booklet sent with your scholarship offer letter, or www.services.unimelb.edu.au/scholarships/pgrad/conditions/relocation.html#6.3

Title	<input type="text"/>	Family Name	<input type="text"/>
Given Names	<input type="text"/>		
Scholarships (s)	<input type="text"/>		
ID number	<input type="text"/>	Degree	<input type="text"/>
Department	<input type="text"/>		
Address	<input type="text"/>	Postcode	<input type="text"/>
Email	<input type="text"/>	Tel	<input type="text"/>

TRAVEL DETAILS – all applicants must complete this section

Departure from	<input type="text"/>	to Melbourne	
Date of travel	<input type="text"/>	Cost of travel	<input type="text"/>
Are you claiming for a partner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount \$ <input type="text"/>
Are you claiming for dependents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount \$ <input type="text"/>
If you are claiming for dependents, how many?	<input type="text"/>		

Check the table overleaf for the documentation requirements and information about claiming relocation expenses for your partner and dependents.

If you travelled by airplane, train or bus please attach an original receipt which states the amount you paid for your travel. If you travelled by car please attach original petrol receipts.

REMOVAL EXPENSES (only available to Australian citizens and permanent residents, and NZ citizens)

Total amount claimed for removal expenses:	Amount \$	<input type="text"/>
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Signature	<input type="text"/>	Date	<input type="text"/>
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MSO use only	Themis	<input type="text"/>
Commenced Scholarship	<input type="text"/>	<input type="text"/>
Amount paid	<input type="text"/>	<input type="text"/>
MSO approval	<input type="text"/>	Date <input type="text"/>
Confirmed	<input type="text"/>	Date <input type="text"/>

APPLICATION FOR RELOCATION ALLOWANCE

1. As explained in the table below, the allowance/s you can apply for will depend on which scholarship you have accepted.
2. The \$2,500 **Relocation Grant** is automatically paid with your first scholarship payment if you relocate to Melbourne to take up the scholarship. If you are eligible to receive the Relocation Grant you are usually eligible to claim the Relocation Allowance, which is for travel expenses (and removal expenses associated with your relocation if you are a local student receiving an APA, MRS, FMS, HRS, SFS or prestigious or other major scholarship).
3. If you moved to Melbourne to commence your candidature **before** the award or commencement of your scholarship, you are not eligible to claim the Relocation Allowance.
4. This form must be submitted to the MSO **within 6 months** of the commencement of your scholarship.
5. You must attach original receipts to this form. They will be retained permanently by the MSO, so if required please make a copy for personal use.
6. If you travelled by **car** you will receive a rate of 50c per kilometre. The maximum amount you can apply for is equivalent to the cheapest economy airfare to Melbourne. The Relocation Allowance does not cover accommodation, meals or car hire costs.
7. Address and abbreviations key
 - MSO Address: Level 3, John Smyth Building, Swanston Street, University of Melbourne, Vic, 3010.
 - MSO = Melbourne Scholarships Office
 - APA = Australian Postgraduate Award
 - MRS = Melbourne Research Scholarship
 - MIRS = Melbourne International Research Scholarship
 - FMS = Fay Marles Scholarship (previously called the Postgraduate Equity Scholarship)
 - HRS = Human Rights Scholarship
 - SFS = Science Faculty Scholarship
 - Prestigious Scholarships = this refers to the prestigious scholarships administered by the MSO. Examples include the Grimwade, Pratt Foundation, A.O. Capell, Stella Mary Langford, Henry James Williams, Fred Knight and Helen Macpherson Smith Scholarships.
 - Other major scholarships = this refers to the Baillieu Research Scholarship, Ernst & Grace Matthaei Research Scholarship, Harbison-Higginbotham Research Scholarship and the Sir John and Lady Higgins Research Scholarship

International students receiving an MIRS or SFS

You can apply for the Relocation Allowance for travel expenses only from your place of residence within Australia to Melbourne. The Relocation Allowance is not available to international students who need to relocate to Australia from overseas to take up their scholarship. You cannot claim for dependants or a partner. You may claim up to an amount equivalent to the cheapest economy class or student concession airfare from other Australian cities to Melbourne.

Local* students receiving an APA, MRS, FMS, HRS, SFS or prestigious (or other major) scholarship

(*Local = Australian citizen or permanent resident, or New Zealand citizen)

You can submit a claim for the following expenses for yourself, and your partner and/or dependents who relocated with you from your place of residence to Melbourne, when you commenced your scholarship:

- Travel expenses to Melbourne from within Australia or overseas (up to the cheapest economy airfare);
- Removal expenses.

The maximum relocation allowance that can be claimed is \$530 per adult and \$265 per dependent. The absolute maximum that a student may receive is \$1530 (2007 rates).

If you are submitting a claim for a partner and/or dependents, please provide evidence that you:

- Lived together immediately before relocating to Melbourne to commence your scholarship;
- Are living together in Melbourne on a permanent basis.

The evidence for claims for your partner can include the following:

- A current bill or bank statement in both names;
- A marriage certificate;
- A statutory declaration which states that you resided together before moving to Melbourne and that you are permanently residing together in Melbourne.

The evidence for claims for your dependent/s can include the following:

- Birth certificate/s;
- Evidence of enrolment at a school/kindergarten/child-care centre in Melbourne;
- A statutory declaration which states that you resided together before moving to Melbourne and that you are permanently residing together in Melbourne.