

**Creative Arts and Industries
Annual Postgraduate Allowances Form
For Direct Costs Only**



**CREATIVE ARTS
AND INDUSTRIES**

This may be used to cover equipment user charges, office consumables, photocopying, printing, binding and internet access costs that are not subsidised by the Library or Faculty, and interloan charges. All costs claims must relate directly to academic work associated with the specific Creative Arts and Industries programme of study in the current year. No allowances can be carried over.

Not available to students on inbound exchange

Capital items cannot be purchased in full or in part.

The allocation cannot be used to cover fines such as Library fines, or to employ people or contract organisations.

Date: _____ School: _____

Student Name: _____ ID No.: _____

Student Signature: _____ Degree Name: _____

Allowance Entitlement per annum (tick the appropriate circle)

- \$500 = Doctoral / PHD**
- \$250 = Research Masters**
- \$200 = Taught Master / Professional Programmes**
- \$150 = PG Diploma / Bachelor Honours**

*Claims should be submitted with a **min of \$75 GST Incl.***

Except when your balance owing is less than \$75.

Financial Administrator signature: _____

Account	Activity Centre	Amount	Description
848010		\$	
848010		\$	
GST	409 / 0000	\$	Activity Centre Key: 1020 = Architecture & Planning; 1300 = Dance; 1335 = Music; & 1800 = Fine Arts
Total		\$	

**SCREENSHOT OF INTERNET BANKING SHOWING:
YOUR NAME, BANK NAME AND BANK ACCOUNT NUMBER MUST BE PROVIDED**

Note:

- All \$ amounts are net of GST where a compliant tax invoice is provided, otherwise \$ are GST inclusive.
- An EFTPOS receipt is NOT enough. Claims must be supported by full original receipts / tax invoices.
- Forms must be submitted by **18 December of each year**. No allowances can be carried over to the following year.
- Present this form at the Creative Arts and Industries Student Centre, Level 2, Building 421, 26 Symonds St, Auckland.