

PART A: Student details:

Student Number	
First Name and Surname	
Student Phone Number	
Student Email	
Student Address (postal)	
Course Code and Course Name	

PART B: available balance to be confirmed in conjunction with the School Officer via email:
admeducation@ecu.edu.au

Total amount of funding requested (incl. GST)	\$
Total amount of previously spent (incl. GST)	\$
Total amount currently available (incl. GST)	\$

PART C: Details of support required – attach a separate page if necessary

Please include supporting documentation, eg: conference paper acceptance email/letter; conference invitation; quote for binding/printing; agreement for use of transcribing services; etc.

PART D: Declaration to be completed by both student and supervisor (tick applicable declaration)**Student Declaration:**

- 1) I declare that I am currently enrolled in thesis or research project unit(s) and that the money will be applied towards completion of my studies. **OR**
- 2) I declare that I have graduated not more than 2 months ago and would like to claim this expense retrospectively.

Student Signature: _____ Date: _____

Supervisor Declaration:

- 1) The named student is currently enrolled in thesis or research project unit(s) at this University under my supervision and has achieved Confirmation of Candidature **OR**
- 2) I hereby confirm the above named student has graduated no more than 2 months ago and has had a prior discussion with me regarding claiming this expense retrospectively.

The funds for which my student has applied are/were necessary for the research she/he is/was conducting.

Supervisor Signature: _____ Date: _____

The signed form (and supporting documentation) should be returned via email to: admeducation@ecu.edu.au

OR

Dropped off in person to School Officers as per below listed:

Mount Lawley Campus:

Wendy Bartuccio, School of Education, Building 16 reception, 2 Bradford Street, Mount Lawley, WA – 6050.

Joondalup Campus:

Mariana Aloe, School of Education, Building 08A reception, 270 Joondalup Drive, WA – 6027.

For School Office Only:

Received by: _____ Date: _____

Available funding checked and confirmed by: _____
(name, signature, date)

Email sent to student confirming funding details by: _____
(name, signature, date)
