APA Relocation Allowance Policy

Eligibility rules:
- To reimburse the relocation expenses incurred by an APA holder, their spouse or partner and dependants. *
  * For the purposes of relocation entitlements, a dependant is defined as a person who moves residence with the APA student. A spouse or partner who transfers employment to the city of the institution may be regarded as a dependant.
- For relocating to Sydney where this is necessary to enable the student to undertake the higher degree by research.
- The claim must be made within 6 months from the commencement date of the APA.

Expenditure that can be claimed:
- One way economy class or student airfare to Sydney, or a per kilometre allowance for one direct trip for travel to Sydney by car.
- Removal expenses for moving personal items to Sydney.

Expenditure that cannot be claimed:
- Petrol, accommodation or meal costs enroute if the travel to Sydney is by car.
- Temporary accommodation costs on visiting or arrival.
- Storage costs for personal items.

Amount of allowance (in the form of reimbursement):
- Up to $515 for each eligible adult,
  Up to $255 for each eligible child.
- The maximum value of relocation expenses that a student may receive is $1,485.

Claim procedure:
- Submit a letter to Scholarships Office giving details of the claim:
  Names of people and relationship with the APA holder,
  Expenditure items,
  Registration number, make and engine capacity of the vehicle, date of travel and kilometres driven for travel to Sydney by car.
- Attach original tax invoices (with the supplier's ABN) showing date of travel (for airfare) or removal and receipts.
- Complete and attach the Vendor EFT Details form for bank account deposit.
- For approved claims, a cheque will be sent to the student’s address or a deposit to the bank account provided in the Vendor EFT Details form.

Enquiries to: Scholarships Office
Level 5, Jane Foss Russell Building G02, The University of Sydney, NSW 2006
Telephone: (02) 8627 8112 Email: research.training@sydney.edu.au

(Note: This policy applies to domestic students who hold an APA. International Postgraduate Research Scholarship recipients should refer to their conditions of award for details of Travel Allowance provided.)
Vendor EFT Details

To ensure prompt payment via Electronic Funds Transfer (EFT), the University requests the following:

Name of Bank/Credit Union/Building Society:

Address/Branch of Bank/Credit Union/Building Society:

6-digit Bank/State/Branch (BSB) No.:

Your Account Number (this may be no longer than 9 digits):

Name of Account:

NAME: ______________________________

TITLE: ________________________  SIGNATURE:  _________________________________

PHONE NUMBER/S: ___________________________   FAX NUMBER:  ___________________

Conditions of The University of Sydney Direct Credit:
1. The University of Sydney is under no obligation to verify the above bank details.
2. Changes in the above particulars are to be notified immediately to The University of Sydney in writing.
3. Payment will be deemed to have been made when The University of Sydney has instructed its bank to credit the account.
4. The University of Sydney will not be responsible for delays in payment or errors due to factors outside the reasonable control of The University of Sydney.
5. The customer agrees to pay to The University of Sydney on demand any payments credited to the customer in error. The University of Sydney reserves the right to set off the amount of any overpayment made in error against any future debt or liability owing to The University of Sydney by the customer.
6. The University of Sydney reserves the right at any time to terminate or suspend this EFT payment system and to pay by any other manner which The University of Sydney may determine from time to time.