

Reimbursement of Thesis/Dissertation Production Costs (CUPE 3903 Unit 1 Members Only)

One claim per MRP/Thesis/Dissertation accompanied by original receipts should be submitted to the Office of the Dean, Faculty of Graduate Studies, **within 6 months** after the expense is incurred. Any expenses incurred after the graduation date will not be reimbursed.

Student Information			
Surname	Given name(s)		
Student Number	Email		
Program	Degree and Level of Study	Current Status	
Mailing Address	City	Province	Postal Code

The following is an excerpt from the CUPE 3903 Unit 1 Collective Agreement, Section 15.07, Thesis Allowance:

“Upon request by any full or part-time York graduate student who is a member of the bargaining unit or who has been a member of the bargaining unit and who submits her Master’s thesis/PhD dissertation for defence or, where permitted by her graduate program, submits a Major Research paper instead of a Master’s thesis, the employer shall grant such an individual up to \$200 towards the cost of the final form of her Major Research Paper or up to \$300 towards the cost of production of the final form of her Master’s thesis, and, where applicable, up to \$400 towards the cost of production of the final form of her Doctoral dissertation, on receipt of an invoice substantiating costs incurred.”

Reimbursable

Transparencies, binding for two (2) bound copies, cerlox binding, photocopying of exam copies, laser cartridges, typing, 1GB USB keys, CD Roms, video, slides, photos etc. if used as part of or included in thesis/dissertation.

Not reimbursable

Hardware, software, mailing envelopes, stamps and couriers.

Maximum reimbursement allowable, with original receipts

Doctoral Dissertations: \$400.00
Masters Theses: \$300.00
Major Research Paper: \$200.00

Reimbursement				
Total claim \$	<input type="checkbox"/> Receipts attached		Last teaching assistantship held (mm/yyyy)	
Signature			Date (mm/dd/yyyy)	
For FGS use only				
Receipts attached for: \$	TA Yes <input type="checkbox"/> No <input type="checkbox"/>	Date final copies submitted	Thesis Coordinator	Date processed

Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965* and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, (416) 736-2100 x 55521.