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York University

230 York Lanes — 4700 Keele Street
Toronto, ON, Canada M3J 1P3

Tel: (416) 736-5521
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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 - please select -	Degree and Level of Study – please select –	Current Status – please select –	
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 $	☐ Reciepts attached	Last teaching assistantship held (mm/yyyy)
Signature		Date (mm/dd/yyyy)

For FGS use only				
Receipts attached for: $	TA Yes ☐ No ☐	Date final copies submitted	Thesis Coordinator	Date processed

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