Relocation Allowance Guidelines & Procedure

This Relocation Allowance Guidelines (*the Document*) is applicable to an international student who has been awarded a postgraduate research scholarship that provides a relocation allowance.

This guideline outlines the purpose, availability, maximum amount per claim, type of claimable and non-claimable expenses, claiming procedure and relevant deadlines.

At the published time of the guidelines, scholarships (*the Scholarships*) providing relocation allowance are:

- Research Training Program (RTP) International Scholarship
- University of Sydney International Stipend Scholarship (USYDIS)

This allowance provides partial reimbursement for allowable expenses incurred to enable the scholarship recipient to attend their research on campus and return home upon completion of their degree successfully.

Availability

1. At the time of scholarship award notification, scholarship recipients must:
    a. not reside in NSW, Australia, and
    b. be at the commencement of their degree.

2. At the time of completion of their degree, scholarship recipients must:
    a. residing in Australia and intend to return to their home country after thesis submission

3. The allowance is not available to scholarship recipients who
    a. have commenced their research degree in any Australian universities prior their scholarship award, and/or
    b. become permanent resident of Australia prior to their commencement and/or completion of their degree.

Claimable Expenses

4. Cost of economy airfare between Sydney and their home country based on the most direct route available at the time of travel. If such cost is not identifiable on invoice, an estimate of the cost is acceptable, e.g. proportionate based on total invoice amount at economy fare.

5. Cost of relocation
    a. Moving services, e.g. rental truck, shipping, freight,
    b. Excess baggage fees incurred in the same journey,
    c. Temporary storage, and
    d. Other equivalent services.

6. Amount claimed must be substantiated by documents issued by service providers.

7. Quotations/pro-forma invoices are not acceptable.

Non-Claimable Expenses

8. Non-claimable expense examples are (not exhaustive):
    a. Costs not directly for the scholarship recipient,
    b. Incidental expenses, e.g. accommodation and meals incurred during the journey.

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Maximum amount per claim

9. Scholarship recipients may submit up to two claims: the first claim is at the commencement of their degree, and the second claim is at the completion of their degree, subject to “Availability” section of this document.
10. Maximum amount per claim is AUD $1,485.
11. If amount claimed on document is in currency other than Australian dollars, an exchange rate based on the date of invoice applies.
12. Exchange rates will be based on historical information available to the public, e.g. https://www.xe.com/en-au/currencyconverter/

Claiming Procedure & Deadlines

13. Complete the Application for Relocation Reimbursement within **six** (**6) months** from
    a. the commencement date of the scholarship, and
    b. the date of completion of degree

14. Attach relevant documentations to substantiate your claim.

15. Claims submitted after afore-mentioned deadlines will be rejected.

16. Scholarship recipient will be notified an outcome and final approved amount of their claim via their university student email address.

17. Scholarship recipient may expect to receive the reimbursement within 4 weeks from the date of notification.

18. Reimbursement will be deposited in their bank account:

    a. First claim: Australian bank account (as recorded in Sydney Student),
    b. Second claim: Australian bank account (as recorded in Sydney Student), or an overseas bank account at their home country. If an overseas bank account is to be used, the recipient must submit a Supplier Details Request Form and relevant documents with the application.

Questions and Enquires

For any questions and enquiries, please Submit an enquiry online.

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