

Please return to:  
 Thesis Expenses  
 Board of Graduate Studies  
 4 Mill Lane  
 Cambridge



**Applying for help towards the cost of printing and binding of a  
 Ph.D. M.Sc. or M.Litt. thesis**

*Please refer to the Notes overleaf before completing the application*

<b>From: (name of Tutor)</b>	<b>College:</b>
<b>Made on behalf of: (full name of student)</b>	<b>USN No:</b>
<b>Statement made in support of the application:</b>	
<b>Total costs (receipts attached, if available)</b>	<b>£</b>
<b>Contribution to be made by College</b>	<b>£</b>
<b>Contribution (where applicable) from any other sources (e.g. student's sponsoring body)</b>	<b>£</b>

Tutor's signature ..... Date .....

*For Office use only:*

<i>BACS made payable to :</i>	
<i>Amount</i>	<b>£</b>
<i>BACS reference</i>	
<i>Date BACS requested</i>	

**Kate Maxwell**

*Secretary of the Board of Graduate Studies*



**UNIVERSITY OF  
CAMBRIDGE**

**Board of Graduate Studies**

**Applying for help towards the cost of printing and binding  
of your Ph.D., M.Sc. or M.Litt. thesis**

**NOTES**

1. To the applicant

- You should ask your College Tutor to apply on your behalf, using the attached form.
- Please note that these funds are for Ph.D., M.Sc., and M.Litt. Degree theses only; M.Phil. theses cannot be considered.
- If your sponsorship includes a specific amount sufficient for thesis binding etc., you should not apply. (If you have a Studentship, please refer to your original financial offer letter and show this to your Tutor).
- You should supply receipts if possible for submission by your Tutor.
- Your Tutor will be asked to confirm that you will have experienced financial hardship in meeting these costs; be prepared to make a case to your Tutor.
- If your Tutor's application is successful, a cheque, made out to your College, will be sent to your Tutor.

2. To the Tutor

Please complete the attached form, and make a case for the request for funds from the BGS general fund.

Please note that awards are made only in cases of financial hardship.

The Board of Graduate Studies General Fund cannot find the whole cost of printing and binding, but we are happy to *share costs with the College wherever possible*. If the College is unable to make a contribution because substantial awards have already been made to the student, please indicate this on the form.

Thank you.

**Kathy White**

4 Mill Lane, Cambridge CB2 1RZ  
Telephone: +44 1223 338396  
Fax: +44 1223 765515  
[graduate.funding@admin.cam.ac.uk](mailto:graduate.funding@admin.cam.ac.uk)  
[www.admin.cam.ac.uk/offices/gradstud/](http://www.admin.cam.ac.uk/offices/gradstud/)

*memo*

**To** All Graduate Tutors

**From** K White

**Date** 13 August 2009

**Subject** Updated Thesis expenses form



**UNIVERSITY OF  
CAMBRIDGE**

**Board of Graduate Studies**

Thesis printing and binding costs for  
Ph.D./M.Sc./M.Litt. Degrees  
application to the Board of Graduate Studies General Fund

Please find enclosed an application form, together with guidance notes for your use; this form replaces any previous form you may have.

I understand that some graduate students are not aware that such applications to the Board's General Fund can be made in cases of financial hardship. I would be most grateful if you could take steps to draw this to the attention of the appropriate subset of your graduate students.

Please feel free to use this attachment as a 'master' and photo-copy as many sets as you need.

**Kathy White**  
Scholarships Clerk  
Board of Graduate Studies

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Fax: +44 1223 765515  
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