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| The application for RTP Allowance Scholarship (Relocation) form can be completed by international HDR candidates who have an approved offer of admission for a Higher Degree Research Program at ACU. In accordance with 4.3.3. of the [Research Training Program Scholarship Policy](https://policy.acu.edu.au/document/view.php?id=240), the University may offer a RTP Allowance Scholarship (Relocation) to an overseas student to cover costs of the student’s relocation from an overseas country to Australia for the purposes of commencing an HDR program at ACU.\* Normally the value of the RTP Allowance Scholarship (Relocation) will be up to $2,000 AUD. At the discretion of the Deputy Vice-Chancellor (Research), an additional allowance may be approved for students who relocate with dependents.Applications will be assessed by the University on a case-by-case basis. \*Refer Clause 11 below of the [RTP Scholarship Policy](https://policy.acu.edu.au/document/view.php?id=240):*A student who receives an RTP Scholarship must acknowledge the support provided by the Australian Government when, at any time during or after completion of a Research Doctorate degree or Research Masters degree, he or she or his or her supervisors and any other party, publishes or produces material such as books, articles, newsletters, reports, or other literary or artistic works which relate to the research project carried out by the student.**The Australian Government’s contribution must be acknowledged in a prominent place and in an appropriate form. The acknowledgement must include the mention of the student’s support through an ‘Australian Government Research Training Program Scholarship’.*If RTP Allowance Scholarship (Relocation) costs are approved, the candidate may incur the approved expenditure. Once the candidate is onshore in Australia, has enrolled in their ACU HDR program and has an Australian bank account, the reimbursement of approved costs can be processed.  |

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| **Part 1: Candidate Details as per offer letter (to be completed by candidate)** |
| First Name  |  Click here to add text | Family Name  |  Click here to add text |
| Degree  |  Click here to add text | School/Research Institute  |  Click here to add text |
| Start Date  | Click here to enter a date.  | Contact Email  |  Click here to add text |
| Principal Supervisor  | Click here to enter text. | Co-supervisor | Click here to enter text. |
| Other Supervisors (where applicable) | Click here to enter text. |
| Please attach a copy of your ACU offer of admission to this application |

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| **Part 2: RTP Allowance Scholarship (Relocation) request details (to be completed by candidate)** |
| Tick requested relocation costs:All costs are to be listed in AUDQuotes related to student visa and mandatory quarantine costs are not required.For all other relocation costs please provide two quotes plus a rationale for choosing one quote over another. | [ ]  Australian Student visa application: click here to enter cost [ ]  Mandatory Australian quarantine: click here to enter costProvide source of information: (Department Home Affairs or State Government website): click here to enter url or website[ ]  Travel (eg flights): Cost of preferred quote and rationale: click here to enter cost[ ]  Initial accommodation Cost of preferred quote and rationale: click here to enter cost[ ]  Expenses for moving personal items to AustraliaCost of preferred quote and rationale: click here to enter cost[ ]  Other (please specify): click here to enter cost |
| Do you have any dependents who will relocate with you?  | [ ]  Yes: Number of dependents: Click here to enter text.You must provide evidence of dependent relationship (eg birth or marriage certificate)[ ]  No. |
| Total Value of requested relocation allowance (AUD):  | Click here to enter text. |
| Any other comments or additional information:  | Click here to enter text. |
| Please ensure you attach: [ ]  ACU offer of admission [ ]  Documentation relating to costings (quotes, cost of government quarantine etc.) [ ]  Evidence of relationship with dependents [ ]  any other documentationClick here to enter text. |

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| **Part 3: Candidate Declaration** |
| If my application for an RTP Allowance Scholarship (Relocation) is approved, I agree to acknowledge the support provided by the Australian Government as stipulated in clause 11 of the [RTP Scholarship Policy](https://policy.acu.edu.au/document/view.php?id=240). | [ ]  Yes[ ]  No |
| I declare that the information provided herein is correct and complete.  | [ ]  Yes[ ]  No |
| I understand if my request for an RTP Allowance Scholarship (Relocation) is approved, I may incur the approved costs but I will not receive reimbursement until I am onshore in Australia, have enrolled in my HDR program, have provided expenditure evidence (copy of tax invoices, tax receipts) and have provided details of my Australian bank account. | [ ]  Yes[ ]  No |
| **Candidate**  [Signature here] | **Date** Enter the date |

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| **Instructions to Candidate**You must now submit this form to Research Finance for DVCR’s consideration: res.finance@acu.edu.au  |

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| **Part 8: Deputy Vice-Chancellor Research Decision** |
| The Deputy Vice-Chancellor has considered the request for RTP Allowance (Relocation)[ ]  Approved [ ]  Not Approved Value approved and comments: Click here to enter text. |
| **Deputy Vice-Chancellor Research** [Signature here] | **Date** Enter the date |

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| **Instructions to Candidate: how to receive reimbursement for your approved costs**Once you are onshore in Australia, have commenced your ACU HDR program and have an Australian bank account, you can request reimbursement of approved RTP Allowance Scholarship (Relocation) costs. To request reimbursement, candidates must submit the following to: res.finance@acu.edu.au[ ]  the DVCR-signed RTP Allowance Scholarship (Relocation) approval form[ ]  their ACU confirmation of enrolment letter from Candidature Services[ ]  their receipts/invoices for approved relocation costs[ ]  their completed payment request form (download the form [here](https://www.studentportal.acu.edu.au/about-acu/graduate-research-school/policies-forms-and-guides))[ ]  a completed iTAF (international travel approval form) download the form [here](https://www.studentportal.acu.edu.au/about-acu/graduate-research-school/policies-forms-and-guides) |