Batchelor Institute

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HDR FINANCIAL SUPPORT APPLICATION

SECTION 1 – PERSONAL DETAILS

Student Number | | | | | | | | |

Title ○ Mr ○ Mrs ○ Ms ○ Miss ○ Dr

Enrolment ○ Full-time ○ Part-time

Surname

Given names

Course name

Course code

Email address

Phone no.

SECTION 2 – FINANCIAL SUPPORT REQUEST - Please provide details and costs for each request eg: travel, software

Item	Reason	Total expected cost
	TOTAL	

Student signature

Date

HDR Chairperson name

Signature

Date

SECTION 3 – CLAIM FOR REIMBURSMENT - from approved request

Original documents and tax invoices must be supplied.

Supplier	Tax invoice number	Proof of payment	Costs
		TOTAL	

Student signature

Date

Office use only		
Date received	**RGS number created**	**Costs**
Sent to Finance	**Reimbursement date paid**	**Administrators signature**

This information will be stored and used at Batchelor Institute in accordance with the *Northern Territory Information Act 2002*.
If you have any queries, please contact the Institute at enquiries@batchelor.edu.au or phone (08) 8939 7111.