

**Faculty of Graduate Studies  
Reimbursement of Thesis/Dissertation  
Production Costs**

**(CUPE 3903 UNIT 1 MEMBERS ONLY)**

Student Information		
Surname	Given Names(s)	Student Number
Email	Program	Degree
Address for refund cheque		When was your last teaching assistantship held?

The following is an excerpt from the CUPE3909 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 defense 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, final copies, laser cartridges, typing, disks, CD Roms, video, slides, photos etc. if used as part of or included in thesis/ dissertation.

**NOT Eligible:** 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

**Total Claim:** \$ \_\_\_\_\_      **Receipts Attached:**       **Date:** \_\_\_\_\_

**One claim per MRP/Thesis/Dissertation accompanied by original receipts should be submitted to the Thesis Office, 283 York Lanes, at the earliest opportunity, preferably when the 3 final copies are submitted.**

<b><u>FOR FGS USE ONLY:</u></b>		
RECEIPTS ATTACHED FOR: \$ _____	TA? Yes <input type="checkbox"/> No <input type="checkbox"/>	DATE FINAL COPIES SUBMITTED _____
THESIS COORDINATOR: _____	DATE PROCESSED: _____	

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