

# EXAMINER'S CLAIM FORM

Version date: January 2024



## Payments for examination may be made to:

- the **University's Bursary Fund** which assists students in need (no documentation necessary); or
- an **institution** (an ABN and a Tax Invoice must be provided); or
- an **individual** (an ABN and a Tax Invoice must be provided, if no ABN quoted on the Tax Invoice, a [Statement by a supplier](#) must be provided); or
- **Overseas Examiners** will be reimbursed by international bank transfer in the currency of the country in which they live.

EXAMINATION DETAILS				
Examiner's Name				
Email Address				
Candidate's Name				
Award Tick one	<input type="checkbox"/>	16,000 words Minor thesis	AUD\$ 194	16,000 words
	<input type="checkbox"/>	MPhil or MTheol thesis	AUD\$ 310	40,000 words
	<input type="checkbox"/>	PhD or DTheol or DMin thesis	AUD\$ 550	100,000 words
	<input type="checkbox"/>			
Examiner's Signature		Date		

PAYMENT DETAILS
Complete ONE of the following four options

OPTION 1: University of Divinity Bursary Fund	
<i>tick above</i>	Please deposit my examiner's fee in the University of Divinity Bursary Fund to support students in need of financial assistance. <i>Thank you!</i>

OPTION 2: Payment to Institution (Australian examiners only)			
Institution			
Address			
Country	Australia	Postcode	
ABN	- - - - -		
<b>ATTACH:</b> Please attach a Tax Invoice from the Institution			

<b>OPTION 3: Payment to Individual (Australian examiners only)</b>			
Name			
Address			
Country	Australia	Postcode	
<p><b>Please attach a Tax Invoice, which should be on official letterhead and include:</b></p> <ul style="list-style-type: none"> <li>- Australian Business Number (ABN)</li> <li>- If no ABN quoted on the invoice, please attach a completed Statement by a supplier, available on <a href="http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/Statement%20by%20a%20supplier.pdf">www.ato.gov.au/uploadedFiles/Content/MEI/downloads/Statement by a supplier.pdf</a></li> <li>- The words 'Tax Invoice'</li> <li>- Name of the student examined</li> <li>- Payment and bank account details (name of financial institution, account name, account and BSB number)</li> <li>- GST inclusive fee (e.g. payment amount plus 10% GST). If your ABN is not registered for GST do not include GST in the amount and indicate 'GST free' on the Tax Invoice.</li> </ul> <p><b>Please note:</b> penalties apply for deliberately making a false or misleading statement. For more information, please visit <a href="http://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn">www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn</a>. The University may withhold partial payment on behalf of the ATO if it has reasonable grounds to believe that this statement is false or misleading.</p>			

<b>OPTION 4: Payment to Overseas Examiner</b>			
<p>Please complete below details for either the person or the institution to be paid. <b>Only give the full street address including country;</b> post office boxes are not permitted.</p>			
Full Name			
Address			
Country		Postcode	
Account Number or IBAN ( <i>IBAN required for payments to Europe and selected countries</i> )			
- - - - -			
SWIFT or BIC Code ( <i>if known and applicable</i> )			
- - - - -			
Bank Code ( <i>e.g. ABA routing or Fedwire number (USA), or Sort Code (UK), or Branch code</i> )			
- - - - -			
Beneficiary Bank's Name			
Beneficiary Bank Branch's full street address, including country and postcode			

<b><i>Office of the Vice-Chancellor use only</i></b>			
Date received		Date approved	
Signature of authorised officer			

**Please submit this form and all other required documents to:**

Registrar, School of Graduate Research

Email [skashyap@divinity.edu.au](mailto:skashyap@divinity.edu.au)