

Before completing this claim form, please read [“Guidance on Fee Rates”](#) and [“Additional Information for Claiming Examination Fees and Expenses”](#)

1. CLAIMANT DETAILS

Surname*	
Forename 1*	
Forename 2	
Title	
Date of Birth* DD/MM/YYYY	
UK NI Number* (AA123456A)	
Gender (circle)*	M F
Email Address*	

House Name	
Number/Street*	
Local Area	
Post Town*	
County	
Country	
Post Code*	

*These fields are mandatory

2. EXAMINATION DETAILS

Date or period of Examination _____

Degree examined _____

Candidate's name _____

Examination	Payment	Please tick
Progress examination*	£83.65	
Ph.D., M.Sc., M.Litt. and doctoral degrees** with oral	£246.17	
Ph.D., M.Sc., M.Litt. and doctoral degrees** without oral (Examiner of resubmitted thesis)	£174.47	
PhD by special regs, MD by special regs, M.Chir, Bus.D	£135	
Independent Chair	£50	
MPhil by thesis with oral	£119.50	
MPhil by thesis without oral	£71.70	
Additional oral examination	£71.70	
Assessor for prima facie stage	£71.70	
Referee***	£174.47	

* 1st year Registration Examiner (**non-UTO**), Thesis proposal assessment for Bus. D

** Eng.D, Ed.D., M.D., Vet.M.D

*** Higher Doctorates: D.D., L.L.D, Sc.D, LittD, Mus.D, Med.Sc.D.

3. EXPENSES

Guidance on rates is given in the [Additional Information for Claiming Examination Fees and Expenses](#)

	Description	Cost
Travel		
Subsistence	<i>If an internal examiner entertains the External Examiners, please give details of person(s) included in the claim.</i>	
Other Expenses		
Total Expenses		

4. PAYMENT DETAILS

a) University of Cambridge employee

If you are a University of Cambridge employee, provide the **8-digit** Employee Number from the centre of your payslip. **You will be paid with your monthly salary subject to tax and NI.**

If claiming reimbursement of expenses, please provide the last 4 digits of your bank account number used by Payroll.

b) Non-University of Cambridge employee

All payments will be made by direct deposit to your bank account. Complete the relevant section below.
Complete either b (i) or (ii)

(i) Bank Details - UK personal bank account only

UK Bank Name	
UK Branch	
Account Holder's Name	
Sort Code (6 digits)	
Account Number (8 digits)	

(ii) Bank Details Non-UK bank accounts

Please attach your **personal** bank details required to make international payments **as supplied by your bank**. This should include IBAN and BIC/SWIFT numbers for EU accounts, and a SWIFT and Routing Number for US accounts. This information can also be found on statements or through on-line banking services which you can print or scan and attach to this form. Please indicate if you would like the payment to be processed in a currency different than GBP when submitting the form. **Hand written international bank details cannot be accepted.**

Bank name	
IBAN/Account number	
SWIFT code	
Routing Number (US & Canada only)	

Self-Employment Declaration

I acknowledge and declare that:

- I will be wholly responsible for any liability and payment of tax arising from these payments.
- I will abide by university policies including but not limited to those governing health and safety and dignity at work and comply with reasonable requests as regards compliance with such policies. I consent to the holding and processing, both electronically and manually, of my personal data for the purposes of the administration purposes and for compliance with applicable laws.
- I have obtained any licences or consents required for the use of third party materials in the provision of the Services.
- I will keep confidential now and in the future all matters relating to the University, its research, its students and its business except insofar as those matters are already in the public domain.
- This appointment for services does not confer on me any right to sick pay or holiday pay, or any other employment or workers' rights.
- This appointment is terminable by the University on seven days written notice.
- I understand that the University will use the personal information on this form to process this claim in order to fulfil its obligations to me. I also understand that the information will be retained for six years following the end of the University's financial year end, after which it will be destroyed.

(For more information on how the University processes your personal information, please see <https://www.information-compliance.admin.cam.ac.uk/data-protection>)

Claimant Signature**Date**

Return this form to the Degree Committee or Department/Faculty that has appointed you for authorisation

5. DEPARTMENTAL AUTHORISATION

Department/Degree Committee: _____ Contact Email: _____

Processed by (print name): _____ Signature: _____ Date: _____

* Authorised by: (print name): _____ Signature: _____ Date: _____

* Authorisation can only be made by the **Degree Committee Administrator**.

If you require advice about the nature and level of fees and expenses to be claimed, please contact the Student Registry on: feeandexpenseclaims@admin.cam.ac.uk