



HIGH COMMISSION OF BRUNEI DARUSSALAM FINAL YEAR STUDENT CLAIM FORM

Instructions:

1. Complete this form and email to students@brunei.org.au ONE (1) month before departure.
2. Indicate with a circle or tick (✓) where appropriate.

A. STUDENT DETAILS						
Full Name (In CAPITAL)			BSNZ No.			
Mobile No.			E-Mail Address			
B. ACADEMIC DETAILS						
Name of Institution			University Student ID No.			
Program Title			Program Start Date (dd/mm/yyyy)			
Course Length			Year:	Semesters	Program End Date (dd/mm/yyyy)	
Sponsorship Awarded By:			Sponsorship Start Date (dd/mm/yyyy)			
Reference Letter No.			Sponsorship End Date (dd/mm/yyyy)			
C. GRADUATION						
Graduation Date			Date Leaving for Brunei (dd/mm/yyyy)			
D. CLAIMS CHECKLIST						
FOR STUDENT USE				OFFICIAL USE ONLY		
No.	Entitlement	Receipt(s) No.	Amount Claimed	Maximum Amount Allowed	Amount Reimbursed	Date Approved for Payment
PROJECT/DISSERTATION EXPENSES						
1	Receipts					
	Copy of Final Year Results					
EDUCATIONAL VISIT ALLOWANXES						
2	Report					
	Claim Letter					
TRAVEL EXPENSES						
3	Ticket					
	Booking Confirmation					
	Tax Invoice (If Applicable)_					
AIR PASSAGE						
4	Copy of Air Ticket					
	Bank Statement (if paid by card)					
GRADUATION ROBE						
5	Receipt/ Tax Invoice					
	Bank Statement (if paid by card)					
E. BANKING DETAILS						
Name of Bank			BSB No.			
Account Name			Account Number			
F. DECLARATION						
I hereby declare that the information provided is TRUE and the documents attached are mine.						
Signature/ Initial				Date		(dd/mm/yyyy)
G. FOR INTERNAL USE ONLY						
Please tick if documents are submitted by student			Check By	Approved By	Remarks	
Receipts	<input type="checkbox"/>		Signature/ Initial	Signature/ Initial		
Tax Invoice	<input type="checkbox"/>					
Exam Results/ Academic Records	<input type="checkbox"/>		Full Name and Designation	Full Name and Designation		
Academic Records	<input type="checkbox"/>					
University Supporting Letter	<input type="checkbox"/>					