**Printing costs reimbursement regulations**

These regulations apply to all PhD candidates at Radboud University. Reimbursement requests must be submitted within six months after the expenses were incurred. The printing costs reimbursement request should be submitted with the following attachments:

* The final invoice, showing the printing costs of the dissertation;
* A declaration signed by the Registrar’s Office that it has received the required number of copies of the dissertation from the candidate;
* A confirmation issued by the University Library Repository that the digital version of the dissertation has been submitted in accordance with the Doctorate Regulations;
* A completed claim form found at: <http://www.ru.nl/cif/cfa/formulieren/declaraties/>;
* A special declaration form for 'external' PhD candidates at Radboudumc. It concerns either the PIL (for employed personnel) or PNIL (for non-employed personnel) form, both of which are available from the secretarial office of the PhD supervisor’s department.

Printing expenses are reimbursed up to € 2,200. Total compensation shall never exceed the total printing costs for the candidate.  
 **Faculty of Philosophy, Theology and Religious Studies:**Documents can be handed in at the secretarial office of the Faculty Board (Erasmusplein 1, room 15.32a)

or emailed to F. Akin: [f.akin@ftr.ru.nl](mailto:f.akin@ftr.ru.nl)

**Faculty of Arts:**Research Support Office secretary, Lisenka Fox: [L.Fox@let.ru.nl](mailto:L.Fox@let.ru.nl)  
Erasmus building, room 13.11

**Faculty of Law:**Faculty office, attn. Ms drs. C.M. van den Heuvel, FdR Postbus 9049, 6500 KK Nijmegen

INTERN: Grotius building, room 2.055

**Faculty of Social Sciences:**Finance (FEZ)  
Thomas van Aquinostraat 4 (for non-employed personnel)

(employed personnel contact your supervisor)

**Nijmegen School of Management:**Heyendaalseweg 141  
Attn department Finance, [fmfinancien@fm.ru.nl](mailto:fmfinancien@fm.ru.nl)

**Faculty of Science:**Personnel office, Mercator building, Toernooiveld  212, 4th floor, room 14, tel. 3652255  
Attn. Bianca. Leenders, [pz@science.ru.nl](mailto:pz@science.ru.nl)

**Faculty of Medical Sciences of Radboud university medical center (Radboudumc)**A reimbursement request should be submitted to the head of your department.  
PIL form: for employed personnel  
PNIL form: for non-employed personnel

**Radboud Graduate School of Education**

Erasmusplein 1

Attn. F. Geurts-Toorians or D. van der Aa, h.vanderaa@docentenacademie.ru.nl