Lens-Based Graduation Show Production costs 2021

Your personal graduation budget amount is 350 euros that can be spent on:

- personal such as – actors/ actresses - performers – special effects companies, sound designers/studios, editors, producers, etc. costs can be declared only when you hire **registered individuals or companies for the service with the city commerce.**

- material costs – photo paper, frames, paint, ….

- printing costs - film, photos's, posters, business cards, …..

- equipment costs that are part of the students work, small electrical devises like arduino boards, transmitters, speakers, headsets etc.

- travel and accommodation costs for research, shooting footage, etc.

- You are responsible for any taxes, including VAT and import duties, thus make sure your invoices are legitimate.

All payments first need to be billed* and paid for by the student before the graduate can declare the costs to the Rotterdam University.

note: you are not allowed to pay **private individuals or fellow students who do not have a registered company with the city commerce to help you**, here a student needs to be creative, buy them books or feed them on the set but you **cannot request reimbursement for any costs you do not make yourself. Which includes any travel costs you might pay to individuals or fellow students helping you out.**

The Rotterdam University has the right to request proof of payment from the student to the invoicing party.

*It is not allowed to make a commitment in the name for the Rotterdam University/Hogeschool Rotterdam, Willem de Kooning Academy or Piet Zwart Institute.

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Refer to the wiki as to how to declare your graduation costs online.

Remember to keep all your original receipts and online form for at least two Fiscal years. If requested you will have to produce all receipts and failure to do so within a reasonable period (judged by the HR) means that you will have to return of all costs involved
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For the Graduation Show itself, transportation costs, equipment and lightening rentals are usually covered by the school, check with Leslie if you are not sure what is declarable or not.