



This form is to be used by University staff to increase student Internet and Print quotas.

1. Quota Increase Option - Please tick one of the following options:

Increase: Internet or Print quota balance

Note that the increase will be subsidised by ISTS on a dollar for dollar basis. If you increase a quota by \$5, the total increase applied to the student will be \$10. Your cost centre is only charged \$5 in this example.

Please tick ONE of the following options and fill in the relevant details for that option.

1. One Student

Student Id: [] Student Name: []

2. Many Students (Please attach a list of students containing both Student Id and Student Name).

3. Students currently enrolled in a Program

Program Code: [] Program Title: []

Program Option: [] Study Mode: [] Estimated no of Students: []

4. Students currently enrolled in a Course

Course Code: [] Course Title: []

Semester: [] Study Mode: [] Estimated no of Students: []

2. Quota Increase Amount

Quota Increase Amount (per student): \$ []

3. Account Code

Area Code: [] Cost Centre: [] Cost Centre Name: []

4. Authorisation

- There are no refunds to cost centres for unused balances
If you have chosen to increase quotas by program or course:
It is recommended that this be done once enrolments for the current semester have stabilised.
If an estimate of the number of students is provided, this application will only be processed if the actual number of students selected is not greater than the estimate.
You will be notified of the total amount debited against your account code by email.

Name: [] Position: []

Signature: [] Date: []

Please fax completed form to Information Strategy and Technology Services Help Desk on 08 8302 5012.

Table with 4 columns: Office Use Only, Cost Centre, AD 076125 Internet Item code: 6747, AD 076121 Printing Item code: 6748. Rows include HD Staff Only instructions, CC Authorised, HD QMS Entry, and Customer Notified.