



# Application for Faculty or School to Increase Student Printing Quota

Please complete this form, attach the group list and return to the Student Centre, Level 4 Wills Building (fax 830 34401) or Card Services, Hughes Plaza (fax 830 38096).

The Faculty/School will only be charged for quota used by each student.

Any unused quota will be reset to zero at the beginning of each printing period.

I authorise an increased quota amount of: \$

I authorise this increase for: Program Code  Program Title

Undergraduate Students

Postgraduate Students

**Please attach a separate list with student names and id numbers.**

Please send this application to:

**In Person**  
Student Centre  
Level 4, Wills Building.

**By Internal Mail**  
Student Centre  
Level 4, Wills Building  
South Australia, 5005

**By Fax**  
Student Centre  
8303 4401

Card Services  
Hughes Plaza.

Card Centre  
8303 8096

Account Code

**UNIAD 3 0 1 4**         **2 0 0 5**

Name

Position

Faculty/School

Date

Signature

## Office Use Only

Quota Increase Amount

Staff Name

Date Request Actioned

Staff Signature