

# REQUEST TO INCREASE STUDENT EMAIL

## STUDENT DETAILS

Student Number: \_\_\_\_\_

Full Name: \_\_\_\_\_

Course of Study: \_\_\_\_\_

## EMAIL DEFAULT

Your email account quota is limited and it is your responsibility to manage your account to maximum effect. This includes deleting unwanted messages and storing important messages elsewhere. Current quotas are set at:

-Undergraduates 20MB

-Postgraduates 50MB

Where it can be demonstrated that the need to fulfil your course requirements are not being met by the default, undergraduates' quota can be increased to 50MB. Postgraduates' quota can be increased to 100MB. *Anything over that will require support from your Course Coordinator/Supervisor.*

## INCREASE DETAILS

Please state your reason for increase (Please attach documentation if appropriate):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please increase my quota to a total of - \_\_\_\_\_ MB

Course Coordinator/Supervisor's Details (if necessary – see above)

Name: \_\_\_\_\_ Staff ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Notification of the outcome of your request will be provided via the Official Communication Channel in OASIS within 2 weeks.***

Please submit your completed form in person, or by post: Student Central Helpdesk, Building 101 Bentley Campus, Curtin University of Technology, GPO Box U1987, Perth, Western Australia 6845.

Or by Fax: +61 8 9266 4108.

## OASIS Central Use Only

Approved  Not approved. Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Authorised Officer: \_\_\_\_\_ Name (please print): \_\_\_\_\_