

REQUEST TO INCREASE i:DRIVE QUOTA

STUDENT DETAILS

Student Number: _____
Full Name: _____
Course of Study: _____

I: DRIVE DEFAULT

It is your responsibility to manage your disk space allocation. Currently the quotas are set at:

-Undergraduates 20MB

-Postgraduates 100MB

Where it can be demonstrated that the need to fulfil your course requirements are not being met by the default, undergraduates' space can be increased to 50MB. Postgraduates' space can be increased to 150MB. *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): _____