INTERNET ALLOWANCE INCREASE REQUEST
AND MONTHLY INTERNET QUOTA CHANGE
STAFF & STUDENT APPLICATION FORM

Instructions:
1. Fill in this form and obtain relevant approving signature.
2. Fax it to (9266) 3131 or scan and email to service.desk@curtin.edu.au.
3. Please allow 24 hours for this form to be processed (excluding weekends).

Staff/Student to Complete: (Please Print)

Full Name: ____________________________
Staff/Student ID: ______________________
School/Area: __________________________

Once off Internet Quota Change:
This will set the quota amount to be 250MB in credit or other amount specified in credit.

☐ to 250MB (normal once off Internet increase)
☐ to other amount – please specify: _____________ MB

Note: This is a once off monthly quota increase.

Recurring Monthly Quota Change:
If chosen, this will change the quota from 1000MB per month to the nominated allowance each month.

☐ to another amount – please specify: _____________ MB

Note: The monthly quota is implemented at the start of each month.

Reason(s) for Increase:
This is for your Head of School/Area.

Signature: ____________________________ / /
I confirm that the above information is correct.
Date

Note: Please note that currently (March 2010) 1GB costs approximately $12.65 (charged to your cost centre). Therefore 250MB equates to approximately $3.16 for once off Internet increases (if all used).

HEAD of SCHOOL/AREA AUTHORISATION: (Please Print)

School/Area Head’s Full Name: ____________________________
School/Area Head’s Signature: ____________________________ / /
I confirm that the above information is correct and I am authorised to sign as Head of School/Area.
Date

OFFICE USE ONLY

InternetQuotaIncreaseApplicationForm v1.15

Date Received: _____ / _____ / _______
Date Actioned: _____ / _____ / _______
CITS Initials: ____________

Status: ☐ Granted ☐ Pending – more info required ☐ Denied ☐ Other…

Comments: ____________________________

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