



This form is to be used by University staff to increase student Printing allowance.

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

Note that the increase will be subsidised by ISTS on a dollar for dollar basis. If you increase an allowance 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:
(optional) (optional) (optional)

4. Students currently enrolled in a Course

Course Code: Course Title:

Semester: Study Mode: Estimated no of Students:
(optional) (optional)

2. Increase Amount

Allowance Increase (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 allowance 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. If the actual number of students selected is greater than the estimate, you will be contacted before the application is processed.
- You will be notified of the total amount debited against your account code by email.

Name: Position:

Signature: Date

Please scan or fax the completed form to the IT Help Desk on 08 8302 5012 or ithelpdesk@unisa.edu.au.

Office Use Only		Cost Centre:	AD 076125 Internet Item code: 6747 AD 076121 Printing Item code: 6748
IT HD Staff use: As ISTS subsidise the allowance increase dollar for dollar, double the amount when processing. Total Amount Added \$ _____ Total to be charged ↓			
IT HD SC # :			
		No of Students:	Total \$: