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): __________________________

CRICOS provider code 00301J (WA)
CRICOS provider code 02637B (NSW)