

Authorisation Letter for extension of IT Resources



THE UNIVERSITY OF
MELBOURNE

IT Service Desk
IT User Services
Phone: 8344 0888
Fax: 83442765
Email: it-help@unimelb.edu.au

Student Name:	
Student Number:	
Student Login:	
Contact Number:	
Resources to be extended:	
Duration of time required:	

Important Notes:

1. The maximum period of extension possible is 6 months.
2. Student Applications will not be processed unless this form has been authorised / signed by the relevant Student Centre Manager.
3. Student Centre to fax or email an authorised form to IT Service Desk.

Reason for extension:

Authorisation from Student Centre Manager:

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Student Centre Manager:

Signature:

Date:

Internal Use Only

Remedy Case No:	Completion Date:	Completed By: