Notes: Please read the below Notes before filling out the request form

1. Each student will have an entitlement of HK$60 print credit each year free of charge. Unused credit on your printing account is not refundable and cannot be carried forward to the next academic year.

2. The printing charges are as follows:

<table>
<thead>
<tr>
<th></th>
<th>A4</th>
<th>A3 (Glossy paper)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>HK$ 2.0</td>
<td>HK$ 3.0</td>
</tr>
<tr>
<td>Black / White</td>
<td>HK$ 0.3</td>
<td>HK$ 1.0</td>
</tr>
</tbody>
</table>

3. You are required to login a computer on the computer laboratories or public areas (i.e. Cyberspace) if you would like to use the printing services. Remember to logout the computer after use to avoid loss of print credit.

4. The auto-charging system for printing services automatically debits print credit in your printing account whenever you send a print job to a charged printing equipment. No printing requests will be honored if the balance of your printing account is less than the cost of one page.

5. If there is insufficient print credit in your printing account, you are required to add new print credit (HK$20, $40 or $60) to your printing account. Please submit this completed “Request Form” and settle your payment by “EPS” at enrolment counter in the School learning centres - Bank of America Tower (Central), Oriental Centre (TST), East Ocean Centre (TST) or Tseung Kwan O. The new print credit will be automatically added in your printing account in TWO working days.

6. Color printing service and A3 paper printing are available at Oriental Learning Centre only.

7. Uncollected printout will be discarded without notice after 24 hours of printing. No refund to students will be made.

8. If you find any hardware problem resulting in incorrect counting of printing output, please contact centre computer technicians.

9. For any enquiries, please contact enrolment team on +852 2209 0290 or by email – scs-enrol@cuhk.edu.hk

Student Name : __________________________ * (Mr. / Mrs. / Miss / Ms.)

Student ID : __________________________

Programme Name : __________________________

Contact No : __________________________

New Print Credit : ☐ HK$ 20 ☐ HK$ 40 ☐ HK$ 60

I have read and understand the notes and regulations for use of auto-charging system for printing services.

Signature : __________________________ Date : __________________________

FOR OFFICIAL USE

Handled By: __________________________ Amount Paid with SCHOOL CHOP: __________________________

Enrolment Staff Signature: __________________________ Date: __________________________

Computer Technician Signature: __________________________ Date: __________________________