



## Revocation of Use of IT Services Facilities & Refund of Printing Credits

ITS-F17

This form should be completed by students opting to withdraw from using IT Services facilities (including IT Services computer workstations, printing etc.) prior to the end of their course of studies at University. The form also entitles students to a refund of unused printing credits.

**Note that:**

- Students are advised to retain access to IT Services facilities until the end of their course of studies at University. Re-enabling access to IT Services facilities will incur a non-refundable charge of Lm2.00 / €4.66\*.
- The University e-mail address allocated by IT Services will still be maintained for the duration of the Students' course of studies at University. However, students will no longer be able to access their University e-mail through IT Services open access workstations.

**Date Requested:** ..... **IT Services User I.D.:** .....  
**Name:** ..... **ID Card/Passport No:** .....  
**Surname:** .....

### IT Services Account Agreement

I, the undersigned:

- understand that the University e-mail address allocated by IT Services is being provided to me by IT Services for academic and university-related work and are subject to University/IT Services acceptable use policies.
- am aware that University/IT Services may send official notices to my University e-mail address. Notice of termination of the university address will also be sent to me on this e-mail address. Accordingly, I agree to make my own arrangements (i.e. not through IT Services open access workstations) to regularly monitor messages sent to the University e-mail address and will ensure that the allocated e-mail quota is not exceeded.
- have read the IT Services Rules at [www.its.um.edu.mt](http://www.its.um.edu.mt) (or available on separate sheets on request), and agree to subject myself to them. Failure to abide by the IT Services/University rules may lead to termination of the University address prior to the end of my duration of studies at University and will make me liable to disciplinary action in terms of the University Disciplinary Regulations.
- agree to indemnify University/IT Services and its staff against any claims arising out of my use of the University e-mail address.
- have received the amount of ..... As refund for unused printing credits.

**Date:** ..... **Signature:** .....

\*Prices shown in Euro are for information purposes only and have been converted using the central parity rate. Since the legal tender is still the Maltese Lira we only accept purchases in Maltese Lira.

### For Office Only

**Date Action:** ..... **Signature of member of staff:** .....