

## **Postgraduate Students' Printing Service in the Computer Laboratory**

### **Room 126, Fung King Hey Building**

- Both PhD and MPhil students (Full-time and Part-time), according to their year of studies, are entitled to a free print quota. If you have exhausted your quota, please contact Ms Fiona Chan (at Room 131) for the value-adding service.
- MA students (Full-time) will not be granted a print quota. To open a printing account or to add value, please contact Ms Jennifer CHEUNG/Miss Sharon WONG (at Room 131) for assistance.
- Please ask our staff to add value for you. You may add HK\$30 (for 100 pages) of value or its multiples such as HK\$60 (for 200 pages) and HK\$90 (for 300 pages) before the remaining value on your account reaches zero. Please also be reminded that we only accept cash.
- Please present your Student ID Card for verification when opening a printing account or adding value. Our staff will handle your request as soon as possible.
- You are advised to check the remaining value on your printing account regularly.
- All fees once paid are non-refundable and non-transferrable.

4 September 2018