



## Student Long Distance Authorization Code Request

A long distance authorization code will be assigned to you. Please do not share this code with anyone, as all charges will be the sole responsibility of the person the code is assigned to. Please note that you will be charged for unanswered calls over 45 seconds (6 rings). A monthly billing statement will be sent to your campus P.O. Box. All long distance charges must be paid by the 10<sup>th</sup> of each month. Failure to pay all charges by the due date will result in suspension of long distance calling privileges. In addition, your student accounts will be placed on hold status until payment is received in full. If you have not received a bill by the last day of each month, it is your responsibility to advise the OIT Telecommunications Office. Any disputed charges must be brought to the attention of Telecommunications immediately upon receipt of the bill. Undisputed charges will be assumed as valid, and payment in full will be expected. NOTE: All student long distance accounts are terminated at the end of each semester.

Please Complete the Required Information:

Name \_\_\_\_\_

900 ID Number # \_\_\_\_\_

Campus P.O. Box # \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus Telephone # \_\_\_\_\_

Permanent Address \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ Home

Telephone # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### OIT Telecommunications Use Only

Authorized Code \_\_\_\_\_

Date Code Terminated \_\_\_\_\_

Date Code Initiated \_\_\_\_\_

Amount Due/Refund \_\_\_\_\_

TRU \_\_\_\_\_ BKUP \_\_\_\_\_ SWITCH \_\_\_\_\_ BA \_\_\_\_\_

TRU \_\_\_\_\_ BKUP \_\_\_\_\_ SWITCH \_\_\_\_\_ BA \_\_\_\_\_

Code Initiated By \_\_\_\_\_

Code Terminated By \_\_\_\_\_