

## STUDENT BILLING INFORMATION

Each month you will receive a telephone bill from Chapman University. The bill will be mailed to your student mailbox or your home address.

- Make your check or money order payable to Chapman University.
- Be sure to write your "Student ID Number," on your check or money order.
- Mail to:  
Chapman University  
ATTN: Cashier's Office  
One University Drive  
Department 2106  
Orange, CA 92866

### Your Credit Limit

To help manage your calling budget, your credit limit is set at \$150.00. If you exceed your credit limit at any time, your "Authorization Number" will be deactivated. Your "Authorization Number" will be reactivated within two business days after payment is received. Please note, regardless of your available credit, all bills must be paid in full by the due date. Failure to make payment by the due date will result in the deactivation of your "Authorization Number." You will be unable to place outside calls until your bill is paid in full.

### Collect Calls

Collect calls are not to be accepted at any extension. Person to person, third party, 900 numbers and/or telegram calls are not to be billed to any extension. Discount calling plans or alternate long distance carriers are not available with your campus telephone service. Do not subscribe to them while you live on campus. If you choose to subscribe, accept or place any type of call listed above, you will be responsible for all charges, plus an administrative charge of \$20.00, which will be added to your telephone bill. You will be responsible for canceling your own account with those carriers.

### Other Fees

- Late payment \$5.00
- Room change reprogramming fee \$20.00.
- Returned check \$25.00.
- Operator assisted calls (charges will vary).

### Using Your "Authorization Number"

The "Authorization Number" is for your use only. If you allow others to use your number, you will be responsible for all charges. Use of the "Authorization Number" constitutes an acceptance of the terms and conditions stated here.

### Report Your Lost "Authorization Number"

Immediately call Telecommunication at extension 7011 and have your number deactivated.