


Name of Policy: Student telephone usage Policy Number: 3364-65-08 Approving Officer: President Responsible Agent: Vice President of Information Technology Scope: All University of Toledo Campuses		 Original effective date: January 29, 2009	
	New policy proposal	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Telephone service is provided to all students residing in residence halls. The university will recoup charges associated with university-provided telephone service.

(B) Purpose

This policy establishes procedures to recoup financial charges associated with telephone usage of students residing in residence halls.

(C) Scope of policy

The scope of this policy includes students provided telephone service in university residence halls and university functions associated with billing for associated telephone services.

(D) Procedure

(1) Local telephone usage.

Unlimited local telephone service is provided to all students residing in residence halls. The charge for this service is included in the student's room charge.

(2) Long distance telephone usage.

Authorization codes are issued to dormitory students upon individual student request, making available university-provided long distance service. Each student has the option to use this service or to choose another service by obtaining that provider's calling card.

(E) Billing For Long Distance Usage

Detailed billing for long distance telephone usage is provided to each student on a monthly basis. Payment is to be made to student accounts. Unless otherwise requested in writing, each student will be authorized a \$100 credit limit per month for long distance usage. When a student reaches his/her credit limit in a particular month, the student is notified first by telephone, then in writing. The student must remit to student accounts the entire amount owed or the authorization code will be deactivated.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p><u>January 29, 2009</u> Date</p> <p><i>Review/Revision Completed by: Vice President of Information Technology</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>III-4-5 Student Telephone Usage Policy (former Main Campus policy, adopted 02/10/1999)</i> <p>• Initial Effective Date: January 29, 2009</p> <p>• Review/Revision Date:</p> <p>• Next review date: January 29, 2012</p>
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