Telephone Usage Application and Agreement Form

The following is the telephone policy for students:

This is an agreement and understanding of the policy and costs for telephone service to the California Maritime Academy students.

- 1. All dormitories have dial tone and students will only be billed for long distance calls.
- 2. An authorization code will be assigned and will enable long distance dialing from any telephone in the dormitories. Sharing of the authorization code is prohibited.
- 3. Calling card calls must be made by dialing the vendor's 800 number. Incoming collect calls are not allowed.
- 4. Credit limits of \$250.00 are in effect. If a student wishes to increase his/her credit limit, the request should be submitted, in writing, to the telephone office. When placing long distance phone calls, do not rely on the phone system to monitor your phone usage you will still be responsible for all phone calls over the \$250.00 limit if the phone system fails to disconnect your phone service.
- 5. Telephone bills will be distributed either by mail or e-mail on a monthly basis, directly to the student. Student payments are due by the 20th of each month. Checks are to be made payable to the California Maritime Academy. They may be placed in the box located at the Cashier's office.
- 6. A late payment of \$25.00 will be charged for all bills not paid by the due date.
- 7. Payments not received within 30 days of due date will result in your authorization code being deactivated. No notice of service suspension will be given.
- 8. If authorization code is deactivated for non-payment you must pay the past due amount and late fees to reconnect your service. You may be required to be on a pre-pay status.
- 9. The late payment is a penalty charge and does not relieve you of the obligation to pay the total amount by the "Due date".
- 10. A deposit to re-establish service may be required when conditions of service or the basis on which credit was originally established has changed
- 11. A \$25.00 service fee will be charged for all checks returned from the bank.
- 12. Students are expected to resolve disputed calls on detail reports within one month from receipt of the bill from the campus.
- 13. The California Maritime Academy reserves the right to discontinue/deny service without notice to any student it determines is abusing the telephone system. Abuse includes, but is not limited to, physical damage to equipment, harassment via telephone, and authorization code abuse.
- 14. In the unlikely event that there is campus telephone service outage, the Academy is not responsible for any telephone expenses incurred during the period that service is unavailable.
- 15. It is understood that unauthorized use of an authorization code to place long distance calls constitutes a theft of services and is a violation of both State and Federal laws.
- 16. The authorization code is an extension of credit. It is the students' responsibility for all calls charged to their account.

I have read and understand the California Maritime Academy's Student Telephone Services contract. I authorize arrangements to be made for the installation of telephone services in the room noted below. I understand that as billing party of record, I am responsible to the Academy for all charges incurred by me or anyone using this service. I further understand that failure to promptly pay, in full, my telephone charges can result in the withholding of grades, transcripts or diplomas and of deduction of outstanding charges from my wages or salary and may be reported to the Franchise Tax Board for tax offset and/or deducted from any state lottery winnings. If I fail to make payments according to the provisions of this agreement, I understand and agree that this account may be forwarded to a private collection agency. I agree to pay the collection and legal costs associated with this action.	
Student Name:	_SSN#
Signature:	_Date:
Room Number:	_ Phone Extension:(last 4-digits of phone #)
How would you like to receive your monthly bill?	□ Mailbox □ e-mail