

*Algonquin College - Residence & Conference Centre  
Long Distance Plan Agreement 2006-07*



Campus Living Centres has a Long Distance Plan to offer each Resident at Algonquin College – Residence & Conference Centre. In order to sign up for this service, the following information must be completed.

(Please print clearly – failure to do so may result in a PIN not being assigned. **Bold** = required information)

<b>Last Name:</b>		<b>First Name:</b>	
Home Address:			
City:	Province:	Country:	
Postal Code:	Home Telephone #:	( )	
<b>Student Number:</b>	Suite:	<b>Extension:</b>	
E-Mail:			
<b>I would like to request long distance for:</b>	North America only		
	International		

**Terms and Conditions**

1. The Student Resident will be issued a specific PIN Code upon completion of this form. The PIN Code is required when placing a Long Distance call. **IT IS EXTREMELY IMPORTANT TO KEEP THIS NUMBER A SECRET.**
2. The Student Resident is responsible for all charges that appear on their monthly phone bill. As a user of the Long Distance PIN code you accept responsibility for any and all charges incurred with this PIN code. The billing cycle ends on the last day of each month and invoices will be issued during the first week of the next month. Invoices are due and payable by the 15th day of the month (Example: invoice received on October 5, 2003 is due by October 15, 2003.)
3. All invoices are to be paid at the Front Desk of the Residence.
4. Late payments are subject to a \$5.00 Administration Fee.
5. Acceptable payment methods are Visa, MasterCard, American Express, Debit Card, Certified Cheque, Money Order, Bank Draft or Cash. Personal Cheques are not accepted. Please make cheques payable to CLC Algonquin. Preauthorized payment forms are available at the Front Desk for payment via Visa, Master Card or American Express accounts.
6. All Student Resident Long Distance accounts have a maximum monthly limit of \$150.00. PIN Codes may be deactivated once this limit is reached at the College's discretion. Student Residents will be responsible for the entire bill should it exceed \$150.00.
7. In the instance where a PIN Code has been deactivated because of the non-payment of fees, a Student Resident will be required to settle their account at the Front Desk before their PIN Code can be reactivated.
8. CLC reserves the right to defer the billing of a student long distance account when the amount due is less than \$1 for a particular billing period.
9. If an account with a limit in excess of \$150.00 is required, an additional Security Deposit will be needed.
10. The Student Resident agrees that the amount owing on their final telephone bill and any other outstanding balances (if applicable) may be deducted from the \$250.00 Security Deposit.
11. Student Residents will be charged at a rate of \$0.10 per minute for all calls made within North America at anytime on any day.
12. Normally calls are restricted to North American locations only. If you require the ability to dial International calls using your PIN please contact the CLC Front Desk. International calls are assessed at the Bell Advantage rates which apply all day any day.
13. Student Residents will be placed in 'encumbrance' according to the policies and procedures as outlined in the Algonquin College Unreturned College Property and Unpaid Debts E5 policy and as defined in the Resident Conduct under Encumbrance.
14. If this PIN is lost or stolen, please notify the CLC Front Desk immediately.

For rates please visit the following web site: <http://www.algonquincollege.com/its/indexRes.htm>

**I have read and understand the Terms and Conditions**

Signature of Student Resident:		Date:	
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