



**Housing and Residential Education
Local Phone Service Work Request**

I am requesting that you activate the phone line in my room. I understand that my student account will be billed \$50 to activate the line and a monthly charge of \$25 for each month the phone line is active. Further, I understand this phone service is for local calls only and I will be required to purchase long distance using an outside vendor and/or calling card. I also understand that there will be an additional \$50 charge if I move to another room on campus and choose to bring my phone service with me.

Initial Setup—For Customers applying for a phone line with activation fee

Student Name: _____ USFID: _____
Building and Room #: _____ Email: _____
Cell Phone: _____
Activation Date: _____ Deactivation Date: _____

Transfer of Service Request—For Customers Changing Rooms and Continuing Phone Service

Student Name: _____ USFID: _____
New Building and Room #: _____ Current On-campus Phone #: _____
Email: _____ Cell Phone: _____
Activation Date: _____ Deactivation Date: _____

Student Signature Date

For Office Use Only

Activation Date: _____ Deactivation Date: _____
Initial Setup Fee: \$50 Monthly Rate: \$25 Final Charge: _____
Housing and Residential Education Staff Name: _____