

**INFORMATION FROM TELEPHONE SERVICES
ABOUT YOUR LONG DISTANCE AUTHORIZATION CODE**

RETURNING TO RU?

If you are returning, you do not need to cancel your authorization code. Your code will be activated.

MOVING OFF CAMPUS?

You can continue using the university's long distance program even if you live off campus! Just dial 831-GORU(4678). No hassle with roommates over who placed what call.

NOT RETURNING TO RU?

If you are not returning to Radford University, you need to cancel your authorization code. Remember that you are responsible for all calls made with your authorization code until you notify our office, in writing, to terminate service.

If you will be leaving the country, it is very important that you pay your final charges before leaving campus.

Please complete the bottom portion and return with your payment. You can also bring your completed form to our office in Walker Hall between 8 a.m. and 4:30 p.m. Monday – Friday.

AUTHORIZATION CODE CANCELLATION FORM

PLEASE NOTE: If you are *returning*, you *do not need* to cancel your authorization code.

I hereby authorize Telephone Services to cancel my authorization code. As per signed contract, I am aware that I am fully responsible for all calls charged to that code until I give written notice to cancel.

NAME _____ ID NUMBER _____

HOME ADDRESS _____

SIGNATURE _____ DATE _____