



This form has fields that you can fill out electronically. Please fill-out the required information, print, sign and return to User Support Services via campus mail or deliver by hand to our office in the Coyner Basement.

## Personal Billing Number Activation Form

Name \_\_\_\_\_ PBN \_\_\_\_\_  
SID \_\_\_\_\_

I am requesting activation of my PBN in order to make long distance phone calls from Longwood University telephones. In the event that I leave Longwood University or wish my PBN deactivated to prevent long distance capability, I must notify Longwood University User Support Services at x4357 in order to prevent unauthorized use.

Students are responsible for the security of their PBN and will be liable for any charges made with their PBN. All students are required to pay telephone accounts within 30 days of the billing date. An email will notify current students that monthly charges can be accessed on the LancerNet Website. Failure to pay will result in a hold flag being placed on the student's record. This will prevent registration, adding/dropping of classes and the processing of transcripts. PBNs will be deactivated, preventing any long distance calls. Returned checks incur a handling fee of \$50.00. If the matter is referred for collection to an attorney or to a collection agency, the debtor will be liable for the attorney's fees or additional collection fees of up to 50% of the then unpaid balance. Requesting or accepting services will be deemed to be acceptance of these terms.

The Information Technology Customer Service Office may discuss my account with:

\_\_\_\_\_ (Parent/Guardian)  
(Please Print)

By signing, I acknowledge the terms and conditions stated above and indicate acceptance and willingness to be bound by those terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Signature of Parent/Guardian if under 18 years of age

*Questions? Contact User Support Services M-Th 7:45AM-9PM and F 7:45AM-5PM or at [helpdesk@longwood.edu](mailto:helpdesk@longwood.edu)*