

The Masters School Telephone Enrollment Form

Please fill out this form for use of the school telephone system.

Dear Students / Parents / Guardians: The Masters School is committed to making the telephone system for its students as simple and economical as possible. To meet the need of all telephone system users, a Personal Identification Number (PIN) is required to place ANY calls through the telephone system on campus. Toll calls can be placed with your PIN via a school sponsored, reduced rate calling program unique to The Masters School. In order to place any calls, you must fill out the attached form to receive your PIN. Please fill out this form and mail as soon as possible in order to have your PIN ready by the time you arrive at school. Returning Students: You may continue to use your previously assigned PIN. ONLY fill out this form for NEW or CHANGE of service .

**Important Registration Materials for All
The Masters School Students**

1 Fill out the telephone users name, select the addressing option offered, and complete the email address of the individual who will receive correspondence on telephone system usage.

Campus Communications manages the telecommunications billing program for The Masters School. Users with billable calls can receive customer service support and warnings of billable usage levels via your email address once usage surpasses 80% of the threshold watch limit. Details on payments, fees, system provisions, and terms and conditions are printed on the back of this form. Please retain for your records.

2 Select the calling program you prefer.

Your calling programs available:

- **Local / Toll Free Calling** - This option allows unlimited local calls, voice mail account, access to incoming calls, toll-free calls and 0+ calling.
- **Domestic Calling** - In addition to the previous option, students can place domestic long distance calling at the low rate indicated.
- **International Calling** - In addition to the previous option, students can place international long distance calls.

3 Sign the Form and Drop it in the Mail.

If you have ANY questions about this form or the telecommunications program, please do not hesitate to contact us!
Campus Communications (800) 965-4838; International Users—dial U.S. country code, then (630) 655-2746.
Email us at: support@campussupport.com

PRINT LEGIBLY - FORM Must be complete

..... Cut on Dotted line. Mailing address must be visible in reply envelope provided. Thank You!

PLEASE CHECK: NEW STUDENT _____ RETURNING STUDENT _____

Last Name: _____ First Name: _____ M.I.: _____

Student ID Or Social Security Number: _____

Email Address: _____

Parent or Guardian Permanent Address Information (Required):

Invoice delivery address:

_____ The Masters School

_____ Permanent Address

Phone _____

- Select the Service Requested: Check ONLY ONE BOX.
- PIN To Place Local / Toll Free Calls from Campus
 - Pin to Place Domestic Toll calls and Local / Toll Free calls from campus
 - PIN to Place Domestic, International, Local and Toll Free Calls from Campus

Signature of Parent or Legal Guardian: I request the options indicated for my child to receive a PIN and agree to the terms and conditions described on this registration form.

Print Name: _____ Signature _____ Date: _____

Available Account Options

Usage Watch Limit is based upon standard amounts (noted on back of form) unless custom amount indicated.

I wish to designate a custom usage threshold amount for my student: (Not to exceed \$600.00)

\$ _____

I wish to place a Visa/MasterCard/ Discover on file to automatically pay my child's billable invoice on the due date. A \$3.00 Transaction Fee will apply monthly. Check here, and fill out back of this form.

Available to Auto Credit Card Payers... Email delivery of statement. I wish my statement to be delivered via email.

2007-2008 Rates and Fee Schedule for The Masters School

All rates and fees subject to change.

Calling Type	Rates
Domestic US	\$0.12/minute
International <small>*Contact Campus Communications for rates to specific countries.</small>	AT&T Rates less 25%

Credit Card Transaction Fee	\$3.00
Monthly Service Fee	\$12.00

Standard Watch Limits ****	
Local/Toll Free Calling	\$5.00 / Billing Cycle
Domestic Calling	\$150.00 / Billing Cycle
Domestic and International	\$350.00 / Billing Cycle



Fee Structure	
Non-Sufficient Check	\$20.00
Fraud Investigation	\$25.00/call
Lost PIN	\$10.00
Late Payment	\$5.00
Reactivation	\$10.00
Statement Reprint	\$5.00

******PLEASE NOTE:** You will be notified by email, if an address has been provided, when your child reaches 80% of the Usage Watch Limit set. At that time, you may contact Campus Communications and have your child's PIN deactivated. If you do not respond, no action will be taken and your child can continue to place calls. Charges are updated each business day, not by call, therefore there is no guarantee that charges will not exceed the Usage Watch Limit. You or your child may contact Campus Communications at 800-965-4838 to check account balance and/or current usage daily.

IMPORTANT: Any disputed call charges must be reported within 30 days of receipt of invoicing. Any charges not contested within this time period are the sole responsibility of the account owner.

PIN Terms and Conditions for ANY PIN User:

I request a Personal Identification Number (PIN) for my son/daughter's use on campus to place telephone calls from campus. By completing and signing the attached form, I agree to the following terms:

- I understand I am responsible for all calling charges made with the use of my son/daughter's PIN. I understand my son/daughter's PIN is confidential and it will not be shared with any other individual. I understand sharing of my son/daughter's PIN could result in a fee per occurrence (See "Fee Structure") if any investigations are required to correct billing problems.
- Payment for all charges against my son/daughter's PIN are due upon receipt. Typically, a 21 day grace period for payments is indicated on the statement. I will be responsible to pay all bills on or before the payment due date reflected on the bill. If the account is not paid in full by the payment due date, I understand that my son/daughter's PIN could be deactivated and I will be assessed an immediate Late Fee (See "Fee Structure"). If the PIN is deactivated due to late payment, I agree to pay a Reactivation Fee (See "Fee Structure") if I choose to resume my son/daughter's PIN service.
- I understand that I will be receiving a statement on a monthly basis. It is my responsibility to notify Campus Communications if I have not received my bill.
- I agree to notify Campus Communications immediately if my son/daughter leaves or graduates from the school. I understand that I will continue to be responsible for my son/daughter's account until such time as it is properly closed, regardless of my son/daughter's enrollment status at the school.
- I understand the following rates will apply as outlined above in the Calling Type / Rates table. Rates for services are available upon written request to Campus Communications. Rates are subject to change coinciding with the beginning of each school semester.

- If my account is terminated for delinquency or non-payment, the balance due must be paid in full in order to reactivate my son/daughter's PIN. I understand that if my account becomes past due that I could be charged all collection fees and any other associated costs incurred to collect my overdue balance. I further understand that I could be charged interest on my son/daughter's account subject to the laws of this state and pursuant to the terms of the school. Transcripts and other administrative material could be withheld until my account is paid in full.
- My son/daughter's PIN may be canceled at any time by Campus Communications if I fail to abide by the terms of this contract. I may elect to cancel my son/daughter's PIN service at any time. I understand that my son/daughter's PIN will only be active while he/she is enrolled at school. I understand that if my child's PIN is canceled I am still liable for all charges on my account and these charges are subject to the collection terms outlined above.
- I understand that the unauthorized use of a PIN to place any call is theft of service as defined by state and federal law. Persons committing fraudulent calls are subject to local, state, or federal prosecution and could be subject to an investigation fee assessed by Campus Communications.
- Requests for additional copies of statements are available at a per statement service fee (See "Fee Structure"). I also understand that the additional copy of my statement requires 5-10 business days to be sent.
- I understand and agree to the following fee structure as itemized.
- I understand that Campus Communications and The Master's School are not liable for telephone calls fraudulently billed to my son/daughter's PIN.
- I understand that the watch limits are offered only as a convenience and are not offered as a relied upon method for limiting or metering my son/daughters PIN usage.
- I understand that The Masters School telephone system and Campus Communications will attempt to limit the calling as indicated by my request for PIN service, however, in the event that calls are able to be placed outside of my requested service level, I will be liable for the call charges and will pay for any calls placed that are considered billable by the school.

Card Holder Name (Print): _____	Optional Enrollment in Credit Card Auto payment System	All Information MUST be completed. Print Clearly
Card Type: ___ Visa ___ MC ___ Discover Expiration Date: _____	I hereby Authorize Campus Communications to charge my credit card account on a re-occurring basis. I understand that I will receive a monthly calling statement detailing all of my chargeable calls and that a payment of this balance will be applied to my designated card on the "Due Date" or after as shown on the statement.	
Card Number: _____		
Cardholder Address Where Statement Arrives: _____ _____ _____		
Signature: _____ Date: ___/___/___		

Campus Communications
Attn: The Masters School Enrollment
P.O. Box 2159
Darien, IL 60561