

## Transfer of Service Form

Use this form only if you currently receive the Marquette discount and are:

1. Moving to a New Address
2. Changing the Name on the Account

Current Name on MU account \_\_\_\_\_ Name on TWC acct. \_\_\_\_\_

New Name on Account (applicable if name change on acct.) \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ MUID (students only): \_\_\_\_\_

Current Address \_\_\_\_\_  
Street City Zip

New Address \_\_\_\_\_  
Street City Zip

Current Phone #: \_\_\_\_\_ New Phone #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ E-Mail: \_\_\_\_\_@marquette.edu

**In order to transfer your service to a New Address, please contact Time Warner Cable (414-277-4000) prior to completing this form to schedule an installation appointment at your new address. Once that appointment is scheduled please return this completed form to Residence Life to ensure that the discount will be transferred to the new address. Failure to return this form to Residence Life may result in Time Warner Cable charging you full price for your service.**

Scheduled Appointment Date and Time of Installation at New Address \_\_\_\_\_

**Faculty/Staff:** I get paid: \_\_\_\_\_  
Monthly Bi-weekly

**Students** (please refer to reverse side for terms/conditions):

What period would you like Road Runner?  
(check all that apply) \_\_\_\_\_  
Fall 2006 Spring 2007 Summer 2007

Anticipated Date of Graduation (note the year the behind the month you will graduate):  
May \_\_\_\_\_ December \_\_\_\_\_

I hereby authorize the Office of Residence Life to transfer an internet account in my name and apply the charges to my student account or deduct from my payroll account.

If the charges will be applied to my student account, I authorize Marquette to use my Title IV Financial Aid, if I have any, to pay for my cable charges. I authorize Marquette to credit my financial aid directly to my Bursar account for payment of all cable charges. My account will be billed for all periods checked above or my paycheck will be deducted each month, unless I contact the Office of Residence Life, in writing on a separate letter, to request that the service be terminated. If I fail to do so, my student account or payroll account will continue to be billed and a reimbursement may not occur.

I am responsible for the equipment that Time Warner issues me. When disconnecting service, the equipment must be returned to one of Time Warner's offices or at an on-campus site to be determined by the Office of Residence Life.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **AUTHORIZATION**

I hereby authorize the Office of Residence Life to activate an internet and/or cable account in my name and apply the charges to my student bursar account. I also authorize Marquette to use my Title IV Financial Aid, if I have any, to pay for cable charges. I authorize Marquette to credit my financial aid directly to my Bursar account for payment of all cable charges.

## **TERMS AND CONDITIONS**

### **REQUESTING NEW SERVICE or CONTINUATION OF CURRENT DISCOUNT**

I understand that if I am eligible for only Roadrunner/internet service the charge will be \$34 per month, whereas if I am eligible for both Cable and Roadrunner services, it will be \$42 per month\*\*. These charges will be billed to my **student bursar account** on a semester basis (prorated to the installation date when first installed):

- FALL SEMESTER – **4 months** (August 1 - December 31) - charge placed on account September/October  
Roadrunner - \$136.00 Cable and Roadrunner - \$189.00
- SPRING SEMESTER - **5 months** (January 1 - May 31) - charge placed on account in January  
Roadrunner - \$170.00 Cable and Roadrunner - \$210.00
- SUMMER SEMESTER - **3 months** (June 1 - August 31) - charge placed on account in July  
Roadrunner - \$102.00 Cable and Roadrunner - \$126.00

New requests for service are submitted to Time Warner Cable at the beginning of each week. From the date that it is submitted, it can take approximately 10 BUSINESS days (plus or minus) for Time Warner to contact you via email with an installation date and time. Due to the large number of new requests at the beginning of each semester, it may take longer than 10 BUSINESS days for Time Warner to contact you.

\*\*The following is a list of addresses eligible for both cable and RR:

**Renee Row:** 910 N. 17<sup>th</sup> St., 916 N. 17<sup>th</sup> St., 920 N. 17<sup>th</sup> St., 924 N. 17<sup>th</sup> St., 928 N. 17<sup>th</sup> St., 934 N. 17<sup>th</sup> St.,  
1608 W. Kilbourn, 1614 W. Kilbourn, 1618 W. Kilbourn, 927 N. Renee, 929 N. Renee

**The Abode:** 831 N. 16<sup>th</sup> St.

**Trimborn Mansion:** 1422-1432 W. Kilbourn

**Ardmore:** 711 N. 16<sup>th</sup> St.

**Sovereign:** 1810 W. Wisconsin Ave.

**Marquette I:** 934-940 N. 16<sup>th</sup> St.

**Marquette II:** 919-929 N. 17<sup>th</sup> St.

**Reeves:** 846-848 N. 14<sup>th</sup> St.

### **TERMINATION OF SERVICE**

**Once installed, service may only be cancelled at the end of each semester. You will not be reimbursed for cancellations made during the semester.** If canceling my account at any time, I must notify the Office of Residence Life. If I fail to do this, my student account will be billed. **I understand that when canceling my discount service that is provided through Marquette University, all services that I receive from Time Warner Cable will be disconnected, unless I specify that I want certain services to continue.** When graduating, I must notify the Office of Residence Life to continue my service through Time Warner Cable. By failing to do so, I understand that my services will be disconnected or I will start to receive a monthly bill from Time Warner Cable for the full cost of the service. .

**Fall Semester to Spring Semester:** The service automatically continues and your student account will be billed for the Spring semester unless you contact the Office of Residence Life prior to January 1, in writing, to request that the service be terminated.

**Spring Semester to Summer Semester:** If you do not notify the Office of Residence Life prior to June 1 stating that you wish to continue the service for the summer, it will be disconnected or you will start to receive a monthly bill from Time Warner Cable for the full cost of the service.

**Summer Semester to Fall Semester:** In order to continue your service from the Summer semester to the Fall semester, you **MUST** stop in at the Office of Residence Life prior to September 1 to fill out the new contract/application. Failure to do so will result in either the disconnection of your service or you will start to receive a monthly bill from Time Warner Cable for the full cost of the service.

I am responsible for the equipment that Time Warner issues me. When disconnecting service, the equipment must be returned to one of Time Warner's offices or at an on-campus site to be determined by the Office of Residence Life. Failure to return the equipment will result in charges from Time Warner for either the cost of services or the cost of the equipment.

### **TRANSFERRING SERVICE TO A NEW ADDRESS**

I am aware that if I move to a new address, I can fill out a transfer of service form to move the service to my new address. I understand that all of the terms stated above still apply to the transfer of service. I understand that I will not be reimbursed for