# Telecom Billing Terms

## Billing Schedule

- The first student billing cycle starts upon arrival on campus and ends on September 14, is posted on your account by the 20th, and should be paid by the 30th of each month.
- Students are responsible for all charges on their accounts.
- It is the responsibility of the student to dispute charges within 30 days of the statement date.
- After 30 days, we will not adjust the charges.
- Typical charges from Telecom may include, but are not limited to, wireless services and long-distance.
- Our billing cycles are different from our vendors so charges for telecommunications services may be delayed up to 90 days (such as international wireless charges.)

## Access Telecom Phone Bill Online

You will be able to view your phone bill detail and any other associated charges from Telecom online:

1. Visit [https://teleweb.richmond.edu:8989/phonebill/login.jsp](https://teleweb.richmond.edu:8989/phonebill/login.jsp)
2. Teleweb appears
3. Enter your University of Richmond ID number in the first window
4. Enter your auth code in the second window

## Payments

Students pay for Telecom charges at the Bursar's-Student Accounts Office. For payment options, location, and hours of operation please visit this site [http://controller.richmond.edu/tuition/](http://controller.richmond.edu/tuition/)