**Graduate Programs in Music Education**

**Housing Request Form**

**PERSONAL INFORMATION**

Name: ____________________________________________

Last       First       Middle       Previous

University of St. Thomas ID #: ____________________________

Home Address: __________________________________________

Street       City       State       Zip       County       Country

Telephone: ____________________________________________

Home       Cell       Business       Fax

Email: __________________________________________

Personal       Business

**ARRIVAL & DEPARTURE INFORMATION**

Arrival Date: ____________________________ Arrival Time: ____________________________

Departure Date: ____________________________ Departure Time: ____________________________

** Please note Koch Commons desk staff hours are 8 a.m.-10 p.m. daily (mid-May through mid-August).

**RESIDENCE HALLS**

The 2015 Graduate Programs in Music Education summer student rate is $54 per person per night. This rate is for an individual bedroom with shared bathroom, kitchen, and common living space. This rate includes weekly linen exchange. Billing is completed through the Business Office and will be applied to your student account.

Graduate Music Summer Students:

Housing placement will be in either the 2151 Grand Avenue apartments or the Child Development Center Residence (CDC). We will fill CDC before placing anyone in the 2151 Grand Avenue apartments.

If you have a preferred roommate please indicate their name here:

________________________________________

** Please note: your preferred roommate must also indicate you on their Housing Request Form or your request may not be honored.

I certify that the information provided is accurate and complete.

Signature: ____________________________ Date: ____________________________

Send completed form to: Graduate Programs in Music Education

University of St. Thomas, LOR 103       Fax: (651) 962-5886

2115 Summit Avenue       Phone: (651) 962-5870

St. Paul, Minnesota 55105       gradmusic@stthomas.edu

Note: In accordance with the Family Educational Rights and Privacy Act of 1974, the above information will be used only by office personnel and university officials and will not be released to other third parties without your written consent.

The University of St. Thomas does not discriminate on the basis of race, creed, color, national origin, sect, age, physical disability in the employment of faculty or staff, the admission of students, or in the operation of its educational activities.
Graduate Programs in Music Education
Housing Request Information

HOUSING INFORMATION

- All housing costs are based on a per person/per night price.
- Housing will be based on availability at the date of when your reservation is received.

RESIDENCE HALLS USED FOR GRADUATE MUSIC SUMMER STUDENTS

- **2151 Grand Avenue Apartments**
  1- and 2-bedroom air conditioned apartments (wall units—1 located in the main living area, 1 located in one of the bedrooms) share bathrooms, living room and kitchens. These apartments have full kitchens (major appliances are provided, however no cookware or utensils are provided) including dishwashers, large storage areas, wooden loftable beds and movable furniture in each room. Each bedroom area has one single bed, dresser, desk with a lockable drawer and phone. Additionally, there is a lounge with a common kitchen (major appliances and microwave only; no utensils or cookware are provided). This space can be used for group cooking, studying space and social opportunities. There will be 1 or 2 adults (dependent upon apartment size) of the same gender housed in each apartment. Linens are provided and weekly linen exchange is available. There are no desk services.

- **Child Development Center Residence**
  Centrally air conditioned apartment style housing. 2- and 4-bedroom apartments share bathrooms, living room and kitchen. These apartments have full kitchens (major appliances are provided, however no cookware or utensils are provided) including dishwashers, large storage areas, wooden loftable beds and movable furniture in each room. Each bedroom area has one single bed, dresser, desk with a lockable drawer and phone. There will be up to four adults of the same gender housed in each apartment. Laundry facilities are located on each floor just outside the apartment. Linens are provided and weekly linen exchange is available. There are no desk services.

- **Apartment floor plans can be found at** [www.stthomas.edu/residencelife/housing/apartments](http://www.stthomas.edu/residencelife/housing/apartments).

CHECK-IN & CHECK-OUT INFORMATION

Once you arrive on the UST campus, you will pick up your keys at the Koch Commons desk. The Koch Commons desk is open daily (including weekends) from 8 a.m.-10 p.m. Please plan your travel arrangements accordingly. If you need to make arrangements for times outside of these, you can do so by contacting the Graduate Music Department at gradmusic@stthomas.edu THREE weeks prior to your arrival.

When you are departing from the UST campus, you must drop your keys off at the Koch Commons Desk. You must do this by 10 p.m. on the night of your check out or you will be charged for each additional night that you have the keys in your possession.

QUESTIONS

The University of St. Thomas begins its summer housing operation on June 1st. If you have any questions, please contact the Graduate Programs in Music Education office at 651-962-5872 or by email at gradmusic@stthomas.edu.

*Since there are so many groups and organizations that use on-campus housing during the summer months, it is important that your application is received as soon as possible. Please note: the Office of Residence Life Summer Conference Staff will do their best to honor housing requests.*