

Housing Request Form—Summer 2019

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 2019 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 at the end of the summer. **Housing assignments are subject to change beginning August 1.**

Graduate Music Summer Students:

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

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
2115 Summit Avenue
St. Paul, Minnesota 55105

Fax: (651) 962-5886
Phone: (651) 962-5870
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.

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.

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.