

**Housing Request Form—Summer 2022**

**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 **2022** Graduate Programs in Music Education summer student rate is **\$55 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 to accommodate for undergraduate student early arrivals.**

**Graduate Music Summer Students:**

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 (email preferred: [music@stthomas.edu](mailto:music@stthomas.edu))  
University of St. Thomas  
2115 Summit Avenue, MAIL: BEC 112 Phone: (651) 962-5875  
St. Paul, Minnesota 55105 Fax: (651) 962-5886

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, sex, 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 St. Thomas 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 [music@stthomas.edu](mailto:music@stthomas.edu) THREE weeks prior to your arrival.

When you are departing from the St. Thomas 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 you have the keys in your possession.

### QUESTIONS?

The University of St. Thomas begins its summer housing operation on **June 1<sup>st</sup>**. If you have any questions, please contact the Graduate Programs in Music Education office at 651-962-5875 or by email at [music@stthomas.edu](mailto:music@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.***