



SUFFOLK UNIVERSITY

Residence Life & Summer Programs

COMMENCEMENT HOUSING – SUMMER 2008

A block of rooms at the Suffolk University residence halls have been reserved for Commencement Housing between the dates of Thursday, May 15, 2008 and Monday, May 19, 2008. Suffolk University offers single, double a select few triple and quad accommodations. Each room includes linens, local telephone service and breakfast. The residence hall features 24-hour security, air conditioning, a computer lab, twin size beds, and semi-private bathrooms. Suffolk University is conveniently located in the heart of Downtown Boston. Complete and return this form no later than Friday, May 9, 2008. Please contact the Office of Residence Life & Summer Programs for any early arrival/late departure requests. **Please send one request per room.**

PERSONAL INFORMATION						
Last Name		First		M.I.		
Primary E-mail Address				Male <input type="checkbox"/> Female <input type="checkbox"/>		
Home Address				Box or Apt #		
City		State		ZIP		
Primary Phone Number						
EMERGENCY CONTACT						
Name			Relationship			
Primary Phone Number			Secondary Phone Number			
HOUSING						
Arrival Date			Arrival Time (Check-in begins at 3:00 PM)			
Departure Date			Departure Time (Check-out ends at 11:00 AM)			
Do you have any allergies and/or medical conditions or are you taking any medications of which we should be aware when making room assignments? If yes, please explain.						
PAYMENT						
FULL payment is due in advance and must be returned with this form. Acceptable methods of payment include check (payable to Suffolk University), money order, American Express, Discover, MasterCard and Visa. <u>Please send one request per room.</u>						
Single Room	Number of Nights	(x 1 person) Price per night – \$73.00		Sub Total \$		
Double Room (per person)	Number of Nights	(x 2 people) Price per night – \$47.00		Sub Total \$		
Triple/Quad Room (per person)	Number of Nights	(x 3 or 4 people) Price per night – \$35.00		Sub Total \$		
Number of Guests	Guest Name (s)					
		<input type="checkbox"/> American Express	<input type="checkbox"/> Discover	<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa	Grand Total
Credit Card Number				Expiration Date		
Signature				Date		
Please Return this form with Full payment to:						
Office of Residence Life & Summer Programs ATTN: Summer Programs 150 Tremont Street Boston, MA 02111						
You may also submit this form via fax to 617.305.2504. Rooms will be assigned on a first come, first served basis. Contact the Office of Residence Life & Summer Programs at 617.305.2500 or summerprograms@suffolk.edu if you have any questions regarding accommodations. Cancellations will receive a full refund if cancelled (in writing) 48 hours prior to check-in. No refund is available for cancellations within 48 hours of check-in.						
www.suffolk.edu/sumconf						