



FIRST AMENDMENT: PRINCIPLES AND PRACTICE
SUMMER 2016

A block of rooms at the Suffolk University residence halls have been reserved between the dates of **Sunday, July 31, 2016** and **Saturday, August 6, 2016**. Suffolk University offers single and double room accommodations. Each room includes linens, local telephone service and wireless internet. The residence hall features 24-hour security, air conditioning, twin size beds, and semi-private bathrooms. Please fill out one reservation form per person or per room if paying for 2 roommates.

PERSONAL INFORMATION – PLEASE PRINT ALL INFORMATION LEGIBLY				
Last Name		First Name		M.I.
Primary E-mail Address				
Home Address			Box or Apt #	
City		State		ZIP
Primary Phone Number		Male <input type="checkbox"/> Female <input type="checkbox"/>		
EMERGENCY CONTACT				
Name			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				
Single rooms are available for guests travelling individually and are <u>limited in quantity</u> . Double rooms are available for 2 or more guests from the conference.				
Single Room	Number of Nights:	(x 1 person) Price per night – \$81.00	Sub Total \$	
Double Room	Number of Nights:	(x 2+ people) Price per night/person – \$62.00 To be paired with another conference participant	Sub Total \$	
			Grand Total \$	
Requested Roommate Name(s):				
*If no roommate is requested, but a double room is selected, you will be paired with another conference participant.				
FULL payment is due at time of reservation. Acceptable methods of payment are check (payable to Suffolk University), money order, American Express, Discover, MasterCard and Visa.				
<input type="checkbox"/> I have enclosed a check/money order		Check/Money Order #:		
<input type="checkbox"/> I wish to pay by credit card.		Residence Life will provide you with a payment link via email within 3 business days of receipt of this form to make an online payment.		
Rooms will be assigned on a first come, first served basis. Residence Life will contact you to confirm receipt of this form and/or payment within 3 business days. With this confirmation, a housing contract will be sent. Please contact the Department of Residence Life & Housing at 617.305.2500 or summerhousing@suffolk.edu if you have any questions regarding accommodations. Cancellations will receive a full refund if cancelled (in writing to summerhousing@suffolk.edu) 48 hours prior to check-in. Refunds will not be provided for cancellations or changes to the reservation occurring within 48 hours of the guest's scheduled arrival date. Refunds will not be provided after the guest's check-in, regardless of circumstance or change in itinerary. The complimentary breakfast may be served in a different residence hall location (8-10 minute walk).				
Signature			Date	
Please return this form to:		Suffolk University Residence Life & Housing 73 Tremont Street, 7 th Floor Boston, MA 02108		summerhousing@suffolk.edu Phone: 617.305.2500 x 0 Fax: 617.305.2504 www.suffolk.edu/sumconf