Congratulations on your acceptance to the University of St. Thomas. We urge you to complete the enrollment process as soon as possible. You must submit your confirming deposit by January 29, 2016 to guarantee a place in the class.

Housing availability is not guaranteed and is based on the date we receive your housing deposit.

Directions for the paper enrollment process are listed below.

To complete the paper enrollment process you must:

- Complete the following Undergraduate Enrollment Information Questionnaire.
- Enclose a confirming deposit of $200*, payable to the University of St. Thomas, to reserve your place in the class. The confirming deposit holds a place in the class for you each year and is not credited toward your tuition. This deposit is refundable for spring semester 2016 if requested in writing by January 29, 2016.

If you plan to live on campus:

- Enclose a room deposit of $200*, payable to the University of St. Thomas. Please read the enclosed Student Residence Agreement form carefully to understand the conditions applying to this deposit. This deposit is refundable if requested in writing by January 29, 2016.
- St. John Vianney Undergraduate Seminary (SJV) students do not need to submit a $200 housing deposit.

Please return your Undergraduate Enrollment Information Questionnaire, confirming deposit and, if applicable, your housing deposit to the Office of Admissions.

Please note: If you are currently completing additional course work at another college or university, please request that your final transcripts be sent to:

University of St. Thomas  
Office of Admissions  
Mail 5017  
2115 Summit Avenue  
St. Paul, MN 55105-1096  
(651) 962-6150 or (800) 328-6819, Ext. 2-6150  
(651) 962-6160 FAX  
email: admissions@stthomas.edu

* You may submit one $400 check for both your confirming and housing deposits.
# Undergraduate Enrollment Information Questionnaire

## Legal Name

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
<th>Preferred First Name</th>
</tr>
</thead>
</table>

## Social Security #

<table>
<thead>
<tr>
<th>UST ID</th>
<th>Date of Birth</th>
<th>Gender</th>
</tr>
</thead>
</table>

## Local Address

<table>
<thead>
<tr>
<th>Street address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Telephone</th>
</tr>
</thead>
</table>

## Primary Home Address

<table>
<thead>
<tr>
<th>Street address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Telephone</th>
</tr>
</thead>
</table>

## Parent/Guardian Name and Address

<table>
<thead>
<tr>
<th>Name</th>
<th>Street address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Telephone</th>
</tr>
</thead>
</table>

## Parent/Guardian Name and Address (If different from above)

<table>
<thead>
<tr>
<th>Name</th>
<th>Street address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Telephone</th>
</tr>
</thead>
</table>

## Emergency Contact Information

<table>
<thead>
<tr>
<th>Name of Person to Contact in Case of Emergency</th>
<th>Relationship to Student</th>
<th>Daytime Phone #</th>
<th>Evening Phone #</th>
<th>Cell Phone #</th>
</tr>
</thead>
</table>

## Application for On-Campus Housing

- [ ] No, I am not applying for housing on campus.
- [ ] Yes, I plan to live in on-campus housing at UST (please submit a $200 housing deposit).
  - [ ] I have read the Student Residence Agreement enclosed and agree to the terms.
  - [ ] I will live at the St. John Vianney Undergraduate Seminary (SJV).
Religion (Optional)

Did either of your parents/legal guardians complete a bachelor's (4-year) degree?  

☐ Yes  ☐ No

Ethnicity and Race (optional)

Are you Hispanic or Latino?

A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin, regardless of race.  

☐ Yes  ☐ No

Check all that apply.

☐ American Indian or Alaska Native

A person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community attachment.

☐ Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ Black or African American

A person having origins in any of the black racial groups of Africa.

☐ Native Hawaiian or other Pacific Islander

A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

☐ Prefer not to respond

Did either of your parents/legal guardians complete a bachelor's (4-year) degree?  

☐ Yes  ☐ No

Religion (Optional)

☐ Baptist  ☐ Jewish  ☐ Muslim  ☐ Other Christian

☐ Buddhist  ☐ Ev. Lutheran  ☐ Native American  ☐ Other Non-Christian

☐ Chinese Religions  ☐ Church/America  ☐ Orthodox  ☐ None

☐ Episcopal  ☐ Other Lutheran  ☐ Presbyterian  ☐ Prefer not to respond

☐ Hinduism  ☐ Methodist  ☐ Roman Catholic  ☐ Other _______________________

I certify that the information provided is complete and accurate to the best of my knowledge.

Signature  

Date
Department of Residence Life
Student Residence Agreement

This Student Residence Agreement pertains to all resident students in housing led by the Department of Residence Life. Residence Life reserves the right to make changes to this agreement ongoing and will post the most current edition on the Web site www.stthomas.edu/residencelife. Students are also responsible for reading the online Resident Student Handbook and the Undergraduate Student Policy Book as part of the conditions of their stay in campus housing.

Our primary means of communication is through a student’s official UST email. Any reminders, official statements, and announcements will be communicated through email. It is expected that the resident check their UST email account regularly and keep up with emails from the Department of Residence Life. We are not responsible for missed deadlines or response to requests as a result of a student’s mismanagement of their email.

1. Agreement Terms
This agreement is for fall, J-term and spring terms. Spring term ends 24 hours after a student’s last final or after commencement for graduating students. This agreement between St. Thomas and the student constitutes an offer of housing accommodations within the limits of available on-campus housing. This agreement becomes effective for incoming students when the required housing deposit is submitted. This agreement becomes effective for returning students after the application is submitted online or after a paper application is signed, therefore constituting an acceptance of all the terms and conditions within this agreement and a promise to pay all associated housing and food service charges to the University of St. Thomas.

2. Eligibility
In order to be eligible for occupancy in University housing, the student must be a full-time degree-seeking student enrolled for a minimum of 12 credit hours at the University of St. Thomas and must be 17 years of age at time of occupancy. A student may drop below 12 credits only if they are in their last semester in fulfilling graduation requirements (or if approved by Residence Life).

3. Housing Deposit
A housing deposit of $200 is to be submitted by all incoming students. This deposit requests a space in on-campus student housing. It is credited to the students’ room and board charges for the semester when the student is assigned and moves on campus. Refer to the Cancellation Policy for information on refund and forfeiture of the housing deposit. Returning students do not pay a deposit, but cancellation fees do apply, please see Cancellation Policy.

4. Cancellation Policy
For new students requesting a release for fall and spring semester: If the Office of Admissions receives from an incoming student written notification of cancellation for Fall Semester postmarked May 1 or earlier, the housing deposit of $200 will be refunded. Cancellations received after May 1 and prior to the first Friday of classes will result in the forfeiture of the $200 housing deposit. Cancellations after the first class day of the semester will result in a prorated charge for usage of the room and a $500 cancellation fee.

For returning students requesting a release for fall and spring semester: Returning students who were assigned to a living space, but cancel after April 15 and before June 15 will be charged a $350 cancellation fee. Returning students canceling between June 15 and the first Friday of classes will be charged a $500 cancellation fee. Cancellations after the first Friday of classes for returning students will result in a prorated charge for usage of the room and a $500 cancellation fee.

For current students requesting a release from housing mid-year: Students remaining for fall semester, but cancelling spring housing prior to November 15 will be charged a $350 fee. Cancellations after November 15 and before the first Friday of Spring classes will be charged a $500 cancellation fee. Cancellations after the first Friday of classes for current students will result in a prorated charge for usage of the room and a $500 cancellation fee.

5. Food Service and Meal Plan Requirements
All freshmen residents are required to have a meal plan. Sophomore residents in all halls except Morrison, Flynn, CDC, Grand Avenue Apartments and the Transfer Houses must take one of the approved meal plans. Junior and senior residents of Brady, Cretin, Dowing, Grace, Ireland, John Paul II and Murray Halls only are required to have a meal plan and may choose among any resident meal plan. Meal plans are for single student use only and may not be given or shared, with the exception of guest meals, with anyone else. Penalties may include fines and possible loss of meal plan privileges. Fall, January and Spring meal plans are only for the designated semester and do not roll over to the following semester. To cancel or adjust the meal plan, please visit the Department of Residence Life or Card Office to complete a cancellation or change form. For more information regarding Dining Services, please consult their Web site at http://www.stthomas.edu/dining/.

6. Rates
The student agrees to pay all room rates as published for the term of the agreement. Semester charges for room and board are billed to student accounts and processed according to the Billing and Financial Procedures of the University. The University reserves the right to adjust room and board rates during the term of this agreement. Rate increases will require a 30 day calendar notice to resident students.

7. Room Entry
Authorized University personnel may enter a student’s room at any time to conduct University business. Room searches may occur when University officials believe a search is necessary to resolve a life, safety or health threatening situation or when state law or University policy is being violated; to perform requested or preventative maintenance; or, if there is a cry for help, the smell of smoke, or to silence a disruptive noise.

Property can be seized and removed from a resident’s room if it constitutes an imminent danger or disruption to the resident or others, when the property is University owned, when state law or University policy is being violated, or when the property is unauthorized.

8. Liability
The University of St. Thomas is not liable for the loss, damage to, or theft of properties belonging to the student. Further, the University shall not be liable for any claims for damage by reason of any injury or injuries to any person or persons, or damage to property which in any way arises out of the use and occupancy of the on-campus housing. The student hereby agrees to hold the University of St. Thomas harmless from any liability arising out of or by reason of any such injuries, liabilities, claims, suits or losses. The student shall be responsible for obtaining insurance coverage on her/his personal property.

9. Assignment Policy
First Year and Transfer students are assigned to rooms and halls according to their housing deposit date, housing preferences and space availability. The University of St. Thomas reserves the right to make reassignments and temporary housing assignments as considered necessary.

10. Room Changes
A resident may change rooms only with authorization from the Department of Residence Life. Unauthorized room changes or failure to move out of a room when required may result in additional charges as determined by Residence Life.

11. Check-in and Check-out
Each resident is considered checked-in when she/he obtains the room key. When moving into the assigned room, the resident shall complete, sign and turn in a Room/Apartment Condition Report. When vacating the assigned room/apartment, the resident must check out with the Area/Hall Director or his/her designee. Each resident agrees to follow the proper check-out procedures when vacating the premises or relocating within the system. Failure to follow established check-out procedures may result in improper check-out charges as determined by the University.
Assign bed space will only be held until Noon on the first Friday of classes each semester. When the resident fails to check in at the assigned residence hall, the resident will be subject to applicable forfeiture and cancellation fees and will be charged all applicable room and board charges until written notice of housing cancellation is received by the Department of Residence Life.

Residents of Cretn, Grace, Brady, Murray, Dowling, Ireland, John Paul II, 2085 Grand, 2151 Grand, and the Transfer Houses who are not graduating must vacate the premises within 24 hours after their last final exam.

Residents in Flynn, Morrison, and CDC can remain in their housing until the day after graduation. If you need to stay in your apartment, you will be allowed to stay until the end of the month at a $40 daily rate upon approval from the Department of Residence Life (charging begins Monday after graduation). The University reserves the right to move students to a different room or hall for the remainder of their stay. Graduating students of any building are allowed to stay 24 hours after graduation.

12. Abandonment of Personal Property
If there are personal possessions left in a room or apartment after check-out or the terms of the agreement have ended, University officials will remove the items at the owner's expense at an hourly rate of $25 per hour. The Department of Residence Life, without liability, has the right to dispose of any personal property left on the premises after the end of the semester/year or other termination of this agreement. Additionally, an improper check out charge may apply.

13. Break Housing
All University residence halls and apartments are open for the full academic year and do not close during holidays, breaks and J-term. Students living in the residence halls must still sign up and receive permission to remain in the halls through the Department of Residence Life. Additionally, University officials conduct safety checks of each room and apartment during break periods to maintain safe living environments throughout the year.

14. January-Term Housing
There is no additional charge for January Term housing unless the student is living on campus for only one semester besides January Term. A January Term Room Fee of $350 is applicable to students who request to live on campus in January when their agreement is for only one of the two semesters.

15. Single Rooms and Consolidating Vacancies
Contingent upon availability, students may request single rooms. Single room charges will be computed from the date the resident occupied the room as a single. The University reserves the right to change room or hall assignments, to assign roommates, and to consolidate vacancies by requiring students to move from a single occupancy of a double room to double occupancy of a double room.

16. Resident Responsibilities
The resident agrees to observe all rules and regulations of the University of St. Thomas, the Department of Residence Life, and the State of Minnesota which are incorporated by reference into this document. The resident agrees to honor all terms and conditions stated in this agreement, the Resident Student Handbook, and other official University publications. Violations of these laws or policies, especially ones related to alcohol and drugs, weapons possession, tampering with fire equipment, or pets, may result in eviction. For more extensive information on conduct expectations and residence hall policies, please go to www.stthomas.edu/residencelife to access the Undergraduate Student Policy Book and the Resident Student Handbook.

17. Damage and Costs
The resident agrees to be liable for damage or other loss incurred to the building, apartment, room, furniture, and/or equipment that is not the result of ordinary wear and tear. Damages that occur to common areas and/or public areas that are not attributable or chargeable to a specific individual or group shall be shared equally by the residents of the living area where those damages occur. The resident agrees to pay such damages to the University upon demand.

18. Lock Changes/Lost Keys
Lost room keys will result in a resident’s lock being changed. Cost of lock changes and key replacements will be charged to the resident’s student account.

19. Safety and Security
Residents shall comply with all state laws, the University rules and regulations and all safety and security procedures in University Residence Halls, including weapons policy, and shall not tamper with locked doors or admit unauthorized persons into buildings. Persons activating false fire alarms, tampering with or removing fire fighting equipment, or interfering with firefighters are subject to prosecution under Minnesota statutes as well as disciplinary action by the University. For more extensive information on conduct expectations and residence hall policies, please go to www.stthomas.edu/residencelife to access the Undergraduate Student Policy Book and the Resident Student Handbook.

20. Room Care
Residents are responsible for removing waste materials in a proper manner, cleaning their rooms and maintaining sanitary and safe conditions which are acceptable to the University.

Furniture attached to the floors or walls may not be moved. Moveable furniture allocated to public common areas may not be removed. No open flame devices, including candles and incense, may be used in student rooms. No pets are allowed in residence hall rooms or apartments nor anywhere in the residence halls; except for fish confined to a private room in an aquarium.

21. Solicitation
Residence Hall areas may not be used for any unapproved commercial enterprise. The Department of Residence Life reserves the right to limit commercial sales and solicitations in order to prevent disruption, to protect the safety and security of the students and to protect the students from commercial exploitation or for any other reason. Residence Life has a separate policy regarding political candidate solicitation.

22. Disciplinary Action
Disciplinary action may be taken against St. Thomas students and other individuals on University property for violation of state and local laws, and University rules, regulations and policies. This may include, but is not limited to, such action as monetary retribution, fines, rescinding privileges, or any sanctions necessary to maintain order and protect the rights of students, faculty and staff.

A resident will be immediately suspended from occupancy if the University determines continued occupancy poses substantial risk or harm to the safety of the residents or others, or unduly interrupts legitimate operational processes of the University. In the event a student is removed from the residence halls as a disciplinary action there will be no refund of room and board charges for the semester.

23. Termination of Agreement by Residence Life
The Department of Residence Life reserves the right to terminate a Student Housing Agreement under the following circumstances; in all of these circumstances room and board charges for the semester will not be refunded:

- A resident is found to have violated any rules, regulations or laws listed in or referred to in this agreement, in the Resident Student Handbook, in any other official University publication or state law.
- A resident has any unpaid charges from a previous Student Housing Agreement or with other areas of the University.
- A resident poses risk or harm to the safety of others or themselves and/or interrupts legitimate operational processes of the University.
- The health and safety of a resident is such that the Residence halls are not a suitable living environment.