ALFRED UNIVERSITY COMMENCEMENT LODGING & MEAL RESERVATIONS

STUDENT BANNER ID _________________
(Required)

STUDENT NAME ______________________
(Required)

NAME AND ADDRESS OF PARENTS/GUARDIANS:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

NAME AND ADDRESS OF STUDENT:

(ALFRED ADDRESS OF STUDENT:
(Please list building and room number if student lives on campus)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Daytime/Cell Phone

Daytime/Cell Phone

________________________________________________________________________

________________________________________________________________________

Email Address: (For Reservation and Assignment Notification)

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ON-CAMPUS LODGING

$30/night/person (no charge for children under the age of 3)
Price includes Linen (2 bed sheets, pillows, blankets & towels)

Friday, May 17:
Number of people: __________
Amount: $__________
Room check-out: 5 p.m. Saturday

Saturday, May 18:
Number of people: __________
Amount: $__________
Room check-out: 9 a.m. Sunday

Limited apartment availability due to the housing of graduating seniors; suites (3 bedroom, bath, small kitchenette) have few steps. Openhym has an elevator but is a residence hall with shared bathroom facilities. If arriving after 4 p.m. on Friday, you must make arrangements for your graduate to pick up your room key and tickets if applicable. There will be an additional charge for room key or linen not left in room upon departure.

Special Lodging Needs: (i.e., difficulty with stairs; wheel-chair bound, need for private bathroom facilities, etc.):

__________________________________________________________________________________________________

SPECIAL NEEDS FOR COMMENCEMENT

If you have a family member in need of handicap accessible seating for the Commencement ceremony, please complete the registration information below with as much detail as possible. Unfortunately, there is no guarantee that accessible seating will be available to accommodate “walk-ins” without prior reservations. Due to space limitations, only one companion will be allowed to accompany each individual in the accessible seating area.

PLEASE PRINT
Name of Individual requiring special seating: _____________________________________________________________

Please check one: ___ Wheelchair ___ Walker ___ Cane ___ Other: ________________________________________________

Name of Individual Assisting: ______________________________________________________________

Name & Mailing Address of individual to receive Special Dashboard Pass for passenger drop off:

__________________________________________________________________________________________________
MEALS
Advance sales ONLY - $20/person

Friday, May 17 -- Graduation Dinner for Seniors and Parents
Hosted by the Alfred University Board of Trustees
Reception: 6:30 – 7:00 p.m./Dinner: 7:00 – 9:00 p.m. (Ade Dining Hall)

Number of persons: __________     Amount: $________
(5 seat limit – includes graduate)

Name of dinner attendees for seating and nametag purposes (PLEASE PRINT):
________________________________________
________________________________________
________________________________________
________________________________________

*There will be a limited number of seats available. For questions or exceptions in regard to this dinner only, please phone the President’s Office at 607-871-2101. Name tags with assigned seats for dinner will be included in student’s packet. No tickets will be issued.

Saturday, May 18 -- Buffet Breakfast
(Knight Club, Powell Campus Center $10/person)

Number of persons: __________     Amount: $________

TOTAL AMOUNT OWED (for lodging and meals) $________
RESERVATIONS MUST BE RECEIVED BY APRIL 26, 2013

PAYMENT DIRECTIONS
Your reservation(s) may be paid using our secure website or by mailing a check with your reservation form. Please check which payment method you are making your payment with, and then follow the steps outlined below to complete your reservation and finalize payment.

ON-LINE PAYMENT ☐     PAYMENT BY ENCLOSED CHECK ☐

1. Go to https://commerce.cashnet.com/alfredpay. This is Alfred University’s secure billing and payment website.
2. Follow the directions in yellow to Finalize Reservations and Payment for Commencement. Please have the student’s ID number ready. Enter the student ID number and your graduate’s last name. Click on Log In.
3. Select Student Account payment. Payments may be made online via your checking or savings account.
4. Enter the TOTAL AMOUNT OWED from the line above and complete your payment.
5. Send the completed Lodging & Meal Reservation form to: Alfred University
   Student Service Center/Commencement
   One Saxon Drive
   Alfred, NY, 14802
6. All charges and payments will be recorded on the Student’s Account. Once the reservation(s) and the payment have been received, the information will be forwarded to the Office of Residence Life.
7. A confirmation notice will be emailed to you regarding your reservation(s).
8. If you have any questions about completing this form, please contact the Office of Residence Life, 607-871-2186.

FOR OFFICE USE ONLY:
Date Received: __________
Check Number: __________
Online/Payment Amount: $________

Housing will be provided on a first-come, first-served basis. All lodging is offered in student housing. This is very utilitarian in nature, offering none of the luxuries of hotel living. If you have any questions please call the Office of Residence Life at (607) 871-2186.