

Departure Information

When preparing to depart International House, please complete the following important steps:

Make Your Payments

Pay all fees due to I-House prior to checking out, including resident membership fees and any other charges.

In order to ensure a smooth and speedy departure, it is recommended that you inquire with the Riverside Reception Desk about your account at least one day prior to your scheduled departure. You cannot make payments to your account by personal check less than three weeks prior to check-out.

Return Your Keys and ID

Return your room and mailbox keys, and I-House Membership I.D. card to the Riverside Reception Desk by 11:00 am on your scheduled date of departure. You will be charged a late check-out fee if you check-out later than 11:00 am.

Forward Your Mail

Complete the Departure Form online.

1. If you do not leave a forwarding address, I-House will return all mail to sender(s) after your departure.
2. If you leave a forwarding address, I-House will forward your first- and second-class mail for a MAXIMUM PERIOD OF 30 DAYS. First-class mail may be forwarded overseas, but the extra postage will be charged to the sender. Parcel Post can also be forwarded. At the end of the 30-day period, I-House will return all mail to sender.

Learn About the Alumni Community

I-House offers its Alumni numerous ways to stay involved and connected with the I-House around the world, including I-House Connect – our online Alumni Community, active Alumni Chapters, and a variety of ways to volunteer and give back to the House. In the weeks leading up to and following your departure from I-House, you will receive an email from developmentassistant@ihouse-nyc.org with instructions on how to register for I-House Connect a listing of the upcoming events, and ways to stay involved. Make sure to provide a valid email address when you depart! Feel free to reach out to Julie Pape in the Alumni Relations Office at jpape@ihouse-nyc.org for more information about the wonderful I-House Alumni Community, she would love the opportunity to connect with you and learn about your experience before you leave.

In the meantime, you can explore some of what we offer:

- ❖ **I-House Connect:** <https://ihouse-nyc-alumni.org/> - Register today, and enjoy features such as searching and connecting with fellow Alumni by country, class year and job industry.
- ❖ **Upcoming Alumni Events** are listed online: <http://www.ihouse-nyc.org/alumni/>



- ❖ **Local Alumni Chapters:** in Germany, the United Kingdom, Asia, New York, Washington DC, and much more – who host regular events and engagement opportunities. Contact Julie Pape to get involved.
- ❖ **Alumni Membership:** For an annual donation, an alumni member ID card gives you access to I-House and allows you to attend many of its resident programs. Prior to departure, membership can be obtained from the Alumni Relations Office. After departing, you can apply for it online (<http://www.ihouse-nyc.org/alumni/alumni-membership/>)

Clean Your Room

Remove all personal possessions and garbage from your room, the storage areas and the bike room.

Only the items which you found in your room when you arrived should be there when you leave. We are not responsible for items left in your room after your departure. Please make sure that you:

- ❖ Close the window(s)
- ❖ Turn off all lights and ceiling fan
- ❖ Do not unplug the phone
- ❖ Return all furniture back to original position
- ❖ Empty the refrigerator, kitchen cabinets, bathroom and common closets of all items belonging to you (I-House North)
- ❖ Clean floors, kitchen and bathroom (I-House North)

After you have left, the Facilities staff will evaluate the condition and cleanliness of your room. If you do not leave your room clean or if there is damage that is clearly beyond normal wear and tear, the Facilities staff will inform the Riverside Reception Desk of any damage and/or cleaning fees to be charged.

A list of these fees is available at the Facilities Office and the Riverside Reception Desk.

Request Your Membership Deposit Refund

Membership deposits are refunded three to five weeks after your departure from I-House.

- ❖ You may indicate while filling out your departure form if you wish to receive your deposit as a refund to your Visa or Mastercard or by personal check drawn from a U.S. bank in the U.S.
- ❖ If you wish your deposit to be refunded by check, we will send it to the forwarding address provided at check-out.
- ❖ Please come to the Riverside Front Desk to authorize the credit card on which you wish to receive your membership deposit refund.
- ❖ Membership deposit refunds will only be processed after all outstanding fees have been paid and your I-House keys and I.D. card have been returned.
- ❖ Any outstanding fees, including key replacement, missing I.D. card and damage and/or cleaning fees, will be deducted from the membership deposit before a refund is issued.



**International
House**

500 Riverside Drive
New York, NY, 10027
212-316-8400
ihouse-nyc.org

Storage Options

If you are planning to return to I-House next year and you would like to store some items over the summer, please read here for more information.

Questions? Please contact the Admissions Office at x8436 or by e-mail at admissions@ihouse-nyc.org.