



# International House

## Cancellation Policy

### Before checking in

If you decide to cancel your resident membership prior to moving in the following policy applies based on when the Admissions Office receives written notification of your cancellation:

- 31 days or more prior to your scheduled arrival date = Complete refund of room reservation payment
- 14 to 30 days prior to your scheduled arrival date = Cancellation fee of \$400 withheld from room reservation payment
- 13 days or less before your scheduled arrival date = Entire amount of room reservation payment is withheld as a cancellation fee

### Leaving early

Once the Admissions Office has received written notification of an early departure date, we will process a cancellation indicating your new departure date and the necessary charges.

You are responsible for ONE (the lesser) of the following:

1. until the end of your Resident Membership Agreement **OR**
2. for 30 additional days after your new check-out date

If the room is occupied by a **new** resident after you leave, you will receive a refund of the room fees from the date the room becomes occupied through the end of the period you were charged. Please keep in mind that the sooner the Admissions Office receives notification of your early departure, the more likely it is that we will be able to refund you.