



# 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 deposit
- 30 days or less before your scheduled arrival date = Entire amount of room reservation deposit 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.

- If you depart less than 30 days prior to the end of your Resident Membership Agreement you are responsible to pay through the end of your Resident Membership Agreement
- If you depart more than 30 days prior to the end of your Resident Membership Agreement you are responsible for the days you occupy the room and a cancellation fee equal to the security deposit