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| **IGC Guest House Registration Form** | | | |
| **User** | Name | **User Identification** | □ IGC University Visitor  - Reason for Visiting:    □ IGC University Student’s Family  □ IGC University & Foundation Officials  □ Others |
| Contact Number |
| MasonLive Email |
| **Length of Stay** | Month Date, 2020 ~ Month Date, 2020 ( Nights) | | |
| **Room Type** | **Standard Double**  **(1bed)** | **Standard Twin**  **(2beds)** | **Suite Room** |
|  |  |  |
| **Deposit Information** | • Depositor (Deposit institution) :  • Depositor (Deposit institution) Contact : | | |
| We request the use of the Incheon Global Campus Guesthouse as above.  Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*Please send the completed form to [mksa@gmu.edu](mailto:mksa@gmu.edu).  Month Date, 2020  Incheon Global Campus Foundation | | | |

**인천글로벌캠퍼스 게스트하우스 요금표(IGCF GUESTHOUSE FEE SCHEDULE)**

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| 단 기(SHORT TERM) | | | |
| 구분(TYPE) | 요금(RATE) | 세금(TAX) | 최종 금액(TOTAL) |
| 일반실(STANDARD)  1박(1NIGHT) | 50,000원(WON) | 5,000원(WON) | 55,000원(WON) |
| 스위트(SUITE)  1박(1NIGHT) | 100,000원(WON) | 10,000원(WON) | 110,000원(WON) |

|  |  |  |  |
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| 장 기(LONG TERM) | | | |
| 구분(TYPE) | 요금(RATE) | 세금(TAX) | 최종 금액(TOTAL) |
| 일반실(STANDARD)  12박~1개월(12NIGHTS~1MONTH) | 600,000원(WON) | 60,000원(WON) | 660,000원(WON |
| 스위트(SUITE)  9박~1개월(9NIGHTS~1MONTH) | 900,000원(WON) | 90,000원(WON) | 990,000원(WON) |

**Payment Information:**

***\*Korean Bank Transfer only. Credit cards or cash not accepted.*  
- Check in/out Policy: After deposit, you can get the key-card/ Return the key-card to the 7th floor on the check out day  
-Weekdays: Guesthouse 7th floor (032-626-4854), Business hours: 10:00~17:00  
-Weekends: Room #117 on the 1st floor of the building, Dorm A(032-626-4858), Business hours: 09:30~14:30  
Change/cancellation Policy:  
- Change can be requested by e-mail up to 3 days before use.  
- Cancellation can be requested by e-mail up to 1 day before use.  
- No refund for No-Show without a timely cancellation request by e-mail**