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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** |
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| **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. Month Date, 2020Incheon 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**