1 August 2018

**Cancel Policy of Accommodation Facility**

This cancel policy applies to accommodation facility reservation undertaken by Housing Division.

**1. Facility**

Kasugaoka House (Short-stay accommodation, Weekly rental, Monthly rental), International Student Dormitories, International House, Toyonaka Wing A・B・C, International House, Suita, Staff Facilities (Machikaneyama Facility)

**2. Incur cancel fee**

Cancellation fee will be incurred if cancellation or schedule change without contact e-mail, telephone, etc. to the RRS system or the local administrator of each facilities and Housing Division up to the day before the scheduled accommodation date.

**3. Cancellation fee**

　　・Kasugaoka House（Short-stay accommodation）・Osaka University International House, Suita・ Staff Facility（Machikaneyama Facility）

　　　The cancellation fees is the cost equivalent to all nights remaining after cancellation. Any accommodation fees that have already been paid will be made it a cancellation fee.

　　・Kasugaoka House（Weekly rental ）

The cancellation fee is the cost equivalent to either the weekly rental fee according to housing type, or the remaining nights after cancellation, and the proper party will be billed.

　　・Kasugaoka House（Monthly rental）、International House Toyonaka Wing A・B・C, International Student Dormitories

The cancellation fee is the cost equivalent to either the monthly rental fee according to housing type, or the remaining nights after cancellation, and the proper party will be billed.

**４．For refunds**

　　Any accommodation fees that have already been paid cannot be refunded.

　　When Osaka University will decide that is unavoidable circumstances in case of natural disasters etc., can be held discussion for refunds however the handling charge for refunds is receiver’s account.