

Cancellation Policy for accommodation facilities managed by the Property Management Division, Department of Accounting, the University of Osaka

### 1. Applicable Facilities

- Kasugaoka House (Short-term use [Type S], Long-term use [Types A, B, C])
- The University of Osaka International House, Toyonaka
- The University of Osaka International House, Suita
- Staff Facilities (Machikaneyama Kaikan)

### 2. Cancellation Fees

If no notice of cancellation or schedule change is given via the reservation system, email, phone, or other means to the on-site facility manager by the day before the scheduled stay, a cancellation fee will be charged for the number of days between the scheduled stay and the date of notification as no-shows.

However, in cases where the University of Osaka recognizes unavoidable circumstances such as natural disasters, the cancellation fee may be waived.

### 3. Refunds

If usage fees have already been paid, the amount equivalent to the cancellation fee will be deducted, and the remaining balance will be refunded.