

Dear SUNY Korea students,

As Fall 2021 is nears the corner, we would like to inform you about important changes contained in the new IGC Student Housing rules, and check-in period and process.

1) Housing Application

Fall 2021 IGC Student Housing official application period for SUNY Korea enrolled students ([continuing student\(재학생\)](#) and [returning student\(복학생\)](#)) will be from 10:00 am July 28(Wed) to 17:00 pm August 2(Mon). Please be aware that it is highly unlikely to receive assistance from IGC Housing Office on the last day (August 2) due to busy lines and **IGC Housing Office will not be able to provide you a second application window once you miss the initial window.** We highly recommend you to apply as early as possible and contact IGC Housing Office if you have any troubles with application process or your account.

❖ Period of residence and rate

Single Room	○ 16 weeks (August 30 ~ December 19) - 112,500 KRW x 16 Weeks = <u>1,800,000 KRW</u>
Double Room	○ 16 weeks (August 30 ~ December 19) - 75,000 KRW x 16 Weeks = <u>1,200,000 KRW</u>

2) Check in

Fall 2021 IGC Student Housing official check-in (on-site registration) period for SUNY Korea continuing student and returning student is scheduled from August 26(Thu) to August 27(Fri). Due to the serious COVID 19 situation and the social distancing level in Incheon, parents will not be allowed to enter the housing buildings whatsoever. We highly recommend you to bring your belongings using parcel service. If your parents have to visit the campus to move your belongings, you can use the weekend (August 28 and 29) but as mentioned above, they will not be allowed to enter the housing buildings.

○ Check in Schedule

There will be separate check-in stations for Housing A and B residents during the check-in period. If you chose single bed, you need to visit the main lobby on the first floor of Housing B to check in between 10:00 and 17:00. If you chose double bed, you should check in at Housing A. **You are required to check in during the indicated dates and times below as no exceptions will be made.**

IGC Housing – Check In Schedule

Date	Aug 26(Thu)	Aug 27(Fri)	Aug 28(Sat)	Aug 29(Sun)
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Time	10:00 – 17:00 (12:00~13:00 lunch hour)	10:00 – 17:00 (12:00~13:00 lunch hour)	Housing Office CLOSED (No check-in)	Housing Office CLOSED (No check-in)
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In addition, there will be no re-check in period or late check-in at mid-semester whatsoever. It means once you check out, you will not be able to return to IGC Housing during the Fall 2021 semester and you will not be able to check in if you do not complete the on-site registration process during the official check-in period (Aug. 26~27). Therefore, if you plan to live in the Housing, **you will need to decide in advance of the start of the semester whether you wish to keep your room. You will not be allowed to check in at mid-semester, should your institution move from online to face-to-face or hybrid instruction.**

3) Refund Policy

If you do not check in by August 27, your housing application will be cancelled automatically and a second chance will not be given whatsoever (No late check-in). In addition to this, **you may not receive the full refund depending on WHEN you cancel your housing application**. According to the revised IGC Student Housing Rules, you need to cancel your housing application and apply for housing fee refund 7 days before the start of the official check-in period (including the starting date). Thus, you need to complete the application for cancellation by August 19(Thu) if you wish to receive full refund.

From August 20 to August 27, one week of housing fee will be deducted from your initial payment (75,000 KRW for double bed/ 112,500 KRW for single bed) if you cancel your application during this period and this will be applied to all residents without exception whether you completed on-site registration process or not. In other words, you will not be able to receive full refund even though you did not check in, which is significantly different from the last spring semester.

After August 27, refund amount will be calculated based on when you cancel the housing application, which is also different from the last semester. For example, if you cancel your application on August 31 which is after the official check-in period, your refund amount will be 75% of the total housing fee you paid. This will be applied to all residents without exception whether you have completed on-site registration process or not.

This is because a room has been assigned to you and even though you did not show up during the check-in period and are not using that room, the room is being occupied under your name. This new rule has been adopted primarily to give more opportunity to students who missed the housing application or failed to apply for housing. More details on the new housing refund policy is uploaded on the IGC Housing website notice boards and if you have any inquiries, please contact us by using the IGC Housing Office's official **KaKao Talk(ID: igchousing)** channel as it is more accurate and much faster than a phone call.

In addition, **should your institution decide to move classes online and you opt to move out of the housing, IGC Housing will grant refunds based on our refund policy only. No exceptions will be made.**

If you choose to check in during the check-in period and decide to check out in the middle of the semester (called “mid-leave check out”), refund amount will be calculated based on your actual check-out date (not your application date) which is consistent with the IGC Housing refund policy. In case of check out within 4 weeks from your check-in date, you are eligible to receive 75% of the total housing fee and within 8 weeks from your check-in date, it will be 50%. Within 12 weeks from your check-in date, you will receive 25% and after 12 weeks from your check in date there will be no refund at all even though you leave earlier than the official check-out period.

4) Safety Measures

- Every individual must wear a mask within the IGC Housing Facilities. Please remember to wear a mask for the safety of everyone in the community. Additionally, The IGC Housing Office will apply strict and severe punishment upon those that do not wear their masks properly. Each incident reported of an individual not wearing a mask will be 3 penalty points and once an individual receives more than 5 penalty points, you will be asked to leave the Housing. We understand how difficult it is wearing a mask in this hot, humid weather, but we strongly encourage you to follow such instructions for a safe and efficient experience for everyone while you are here in the IGC Housing facility.

- Housing A/B fitness centers, student lounge, group study room may not be operated depending on the social distancing level and the COVID19 situation in Incheon.

- Due to the recent severe COVID19 situation in the Greater Seoul areas including Incheon, **IGC Foundation decided to request all residents to submit a COVID19 test result during the official check-in period.** A PCR test result from a local government health center or from a nearby temporary treatment clinic(임시선별진료소) **within 2 days from your check-in day** will only be accepted as a valid one and you will not be allowed to check-in if you do not have a valid test result. For example, if you check in on August 26, you should take a PCR test at on August 24 and 25. Please understand that this new requirement will be implemented to prevent any mass infection within IGC Housing and furthermore to protect everyone on the entire campus.

Finally, IGC Foundation has revised the IGC Student Housing rules recently and we highly recommend you to read them carefully before you choose to apply for the Housing. Since there are some significant changes in terms of refund policy, overnight stay and etc., please visit IGC Housing website as the new rules are uploaded at “About IGC Housing” -> “Rules and Regulations”.

We thank you for your cooperation in creating a safe and pleasant communal living and study atmosphere in the Housing.

Sincerely,

IGC Housing Office

KakaoTalk Channel ID: igchousing

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