

Dear SUNY new students,

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

1) Housing Application

Fall 2021 IGC Student Housing official application period for SUNY will be as below;

Classification	Application Period
New students (2021년 가을학기 입학)	2021. 8.10(Tue) 10:00 ~ 2021. 8.11(Wed) 17:00

Please be aware that it is highly unlikely to receive any assistance from IGC Housing Office after 18:00 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.

In addition, you need to know that IGC Housing application is a first-come first served basis. Once the capacity is full, you will not be able to apply or choose the room type. In addition, your application may be cancelled by IGC Housing Office without advanced notice even though you were able to choose the room type and have paid the housing fee in case where there is no available room left.

You will be given an approval code from SUNY student affairs team and you need to type in this code when you create a temporary account (IGC Housing website: <https://housing.igc.or.kr> → log-in → My Page). Make sure you do not share this code with anyone else since this code is only for new students. For your information, you will be able to create this temporary account starting on August 9th which is one day ahead of the application window (August 10~11).

IGC INCREASING GLOBAL CAMPUS

Welcome About IGC Housing Check in / out Noti

My Page

MEMBER LOGIN

You need to put your IGC ID to login IGC Housing website.
Please create a IGC ID at the IGC IT center webpage first and try again.

Please enter your ID / Password

User ID

Password

Login

Create an IGC ID & Forgot your ID or Password? IGC IT Center

Forgot your ID or Password? **Create a temporary account**

2) Check in

Fall 2021 IGC Student Housing official check-in (on-site registration) period for SUNY is scheduled as below;

Classification	Check-in /Move-in Period
New students (2021년 가을학기 입학)	Date: 2021.8.20(Fri)/ Time: 10:00-17:00

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 21,22) 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 20(Fri)	Aug 21(Sat)	Aug 22(Sun)
Time	10:00 – 17:00 (12:00~13:00 lunch hour)	Housing Office CLOSED (No check-in)	Housing Office CLOSED (No check-in)

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. 20). 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 20th, your housing application will be cancelled automatically and a second chance will not be given whatsoever. 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 13(Fri) if you wish to receive full refund.

From August 14 to August 20, 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.

From August 21st, 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 21 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 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 attached as a PDF file and will be uploaded on the IGC Housing website. If you have any inquiries, please contact us by using the IGC Housing Office's official KaKaoTalk(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 count as a strike, and once an individual receives two strikes 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(including 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. So if you choose to check in on August 20, you should take a PCR test on either August 18 or 19. 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(uploaded on Housing Website → About IGC Housing → Rules and Regulations) carefully before you choose to apply for the Housing.

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)

032-626-4856