중도퇴사 신청 방법
How to Apply for Early Move-Out

*학생동/CJ,안암 인터내셔널하우스 거주 학생을 위한 중도퇴사 신청 방법입니다.
*민영 기숙사(프런티어관) 거주 한국 학생, 대학원생은 별도 지침을 따라주시기 바랍니다.

This Guide for students who assigned Student dormitory, CJ/Anam International House.
*For the privately operated Frontier Houseand Graduate students(included GKS) please follow its separate guidelines.

영문 가이드
English Guide

Report your move-out

Please report your move-out to your RA first.

Refund Policy

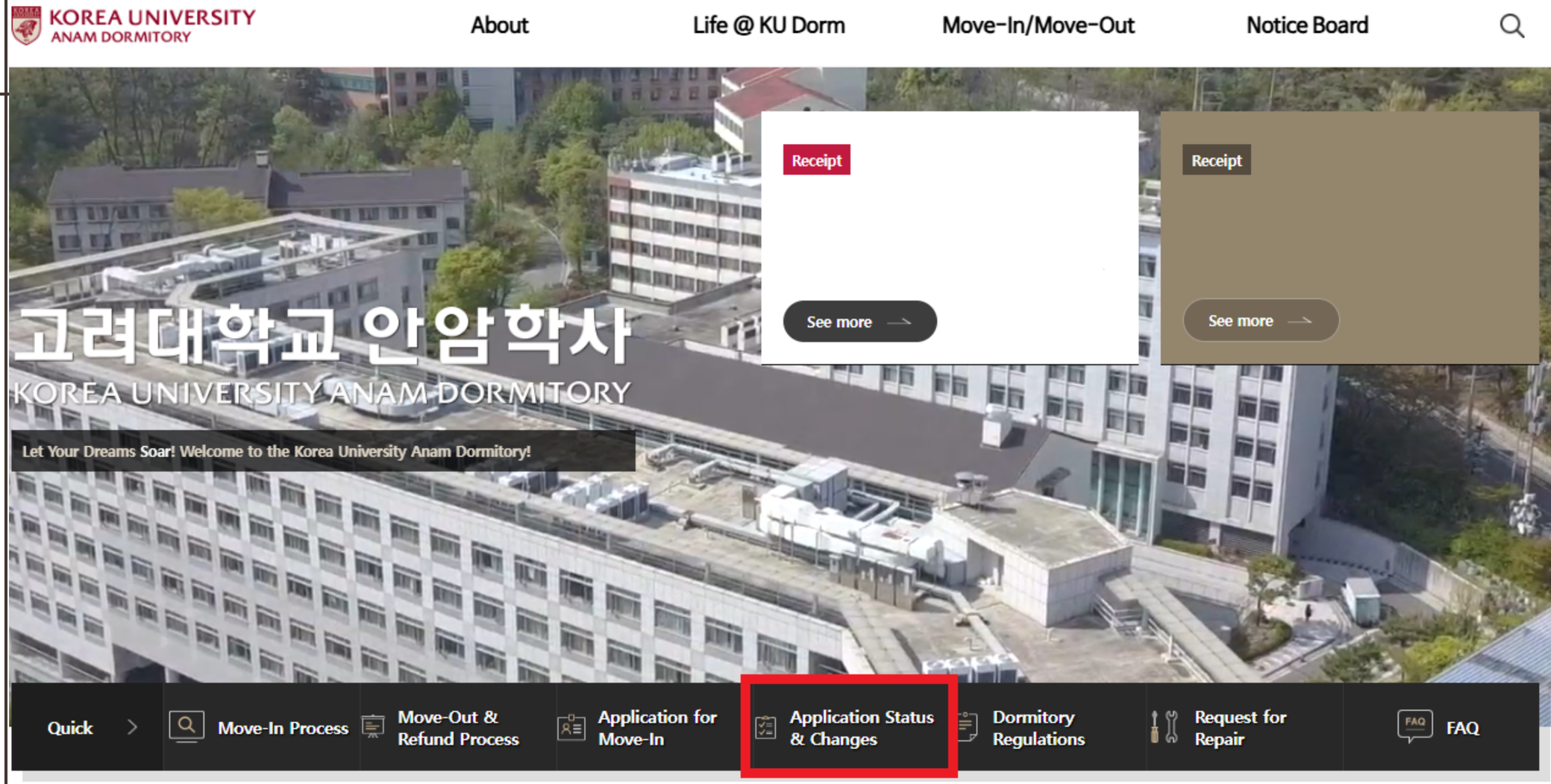
Early Check-out	**If you are requesting a refund for your housing fee after check-in date,** ▪ Refund Amount : the number of remaining days * daily rent - 10% Early MoveOut Charge ▪ Procedure to Move-Out: ▪ **1) Report your Move-Out to RA** ▪ **2) Apply for "Ealry Move-out application" on the Anam Dormitory website.** (Quick menu> Application Status&Changes> Early move-out application) ▪ **3) RA room inspection one day before check-out; key card return on check-out day.** ▪ ※No refund if the remaining nights are **less than 30**.
Notice	※ Refunds will be made after 3-7 business days after the submission of refund request. (If you selected international wire transfer, it may take more than one month to process the refund.) ※ In principle, all refunds will be made to Korean bank accounts. If you don't have a Korean bank account as you didn't come to Korea, international remittance is possible. ※ If a resident intentionally or negligently loses or damages property and equipment in the facility, he/she shall compensate for the loss within two weeks from the date he/she becomes aware of this fact. (However, if the remaining number of days of residence is less than two weeks, the loss shall be compensated by the check out day.) In principle, the loss should be compensated by the same, and if not, the actual cost of the loss must be paid. ※ In the case of a general leave of absence from school (a 4 weeks or more hospitalization certificate or 4 weeks or more of hospitalization confirmation) by Korea university Academic Regulations, if you take a leave of absence due to pregnancy/childcare/military service (only for mandatory service), and if you take a leave of absence from school due to a disaster/infectious disease (approved by the president only for the semester), 10% Early MoveOut Charge will not be deducted.

How to Apply for Early Move-Out

1. Log in to the Anam Dormitory Website.

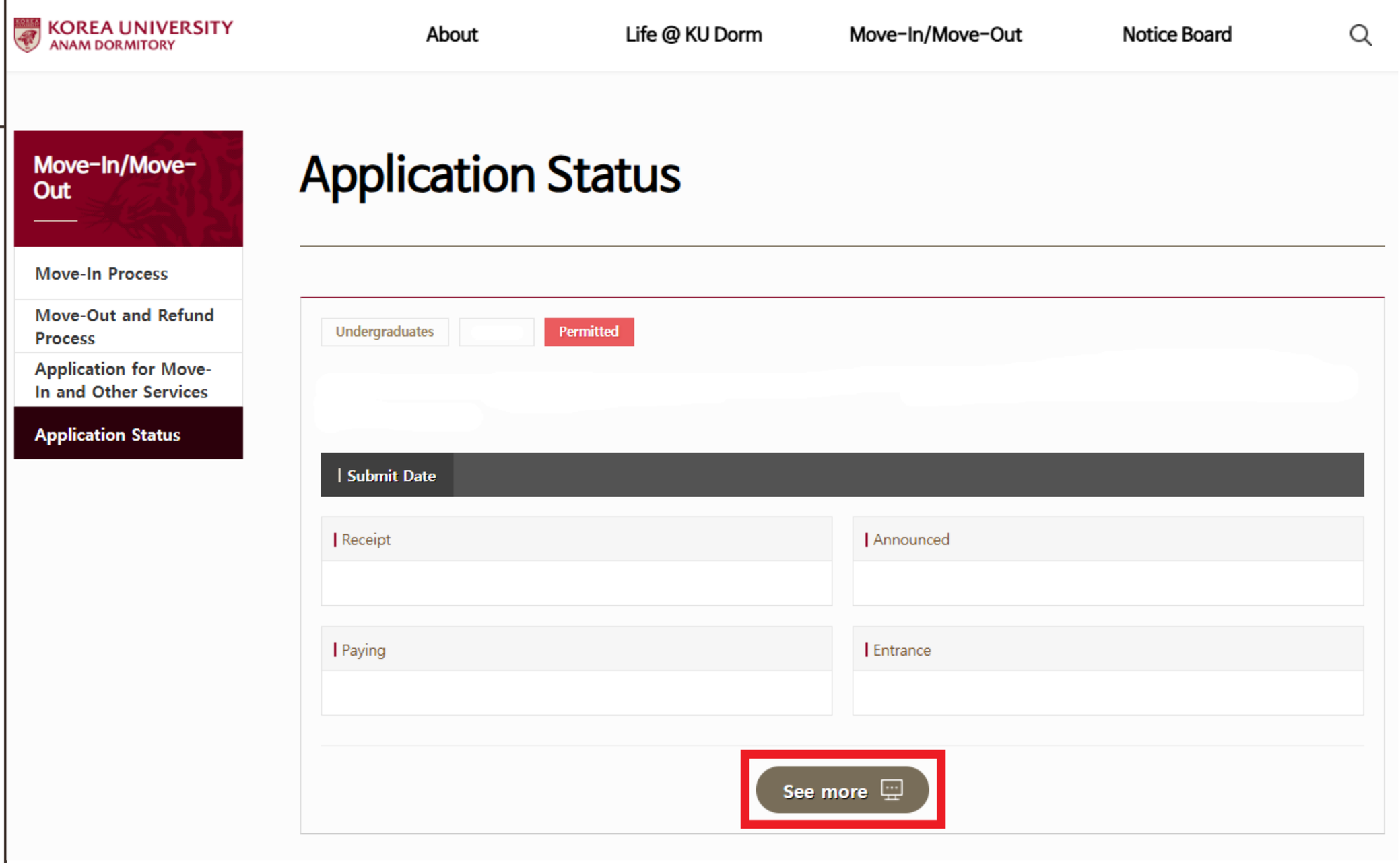
Please log in using the same account you used when applying for the dormitory. (If you logged in as a Non-KU Portal User, please use the same login method.)

2. Quick > [Application Status&Changes]



How to Apply for Early Move-Out

3. Click [See more]

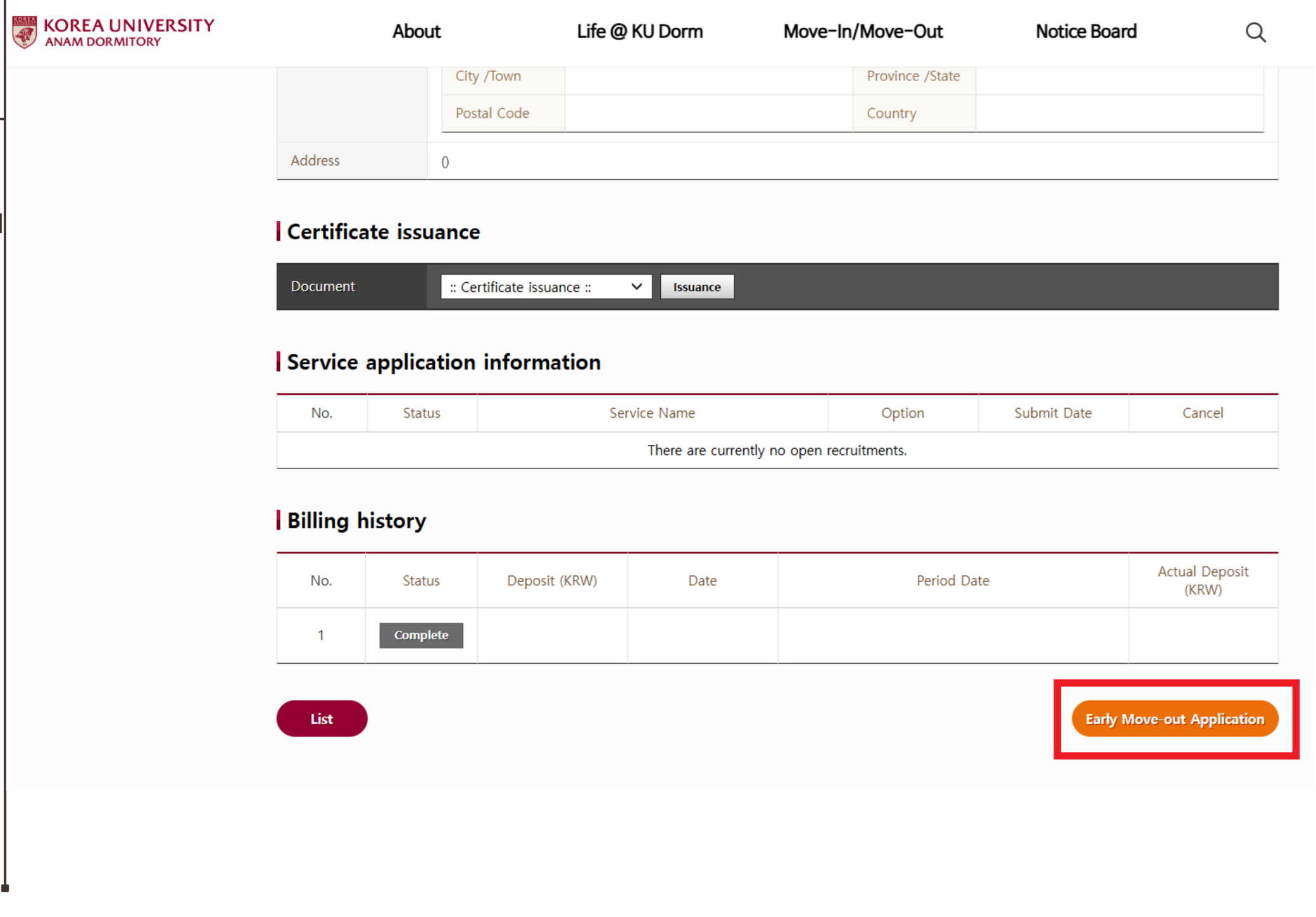


How to Apply for Early Move-Out

4. Scroll to the bottom of the page and click the [Early Move-Out Application]

5. Refund Eligibility
• Remaining residence period: 30 days or more
→ *Refund available*
• Remaining residence period: less than 30 days
→ *Refund not available*

6. Refund Policy
Please refer to the Anam Dormitory website for detailed information.



Enter Refund Information

<Korean Bank Account>

- Moving-out Date
- Bank Name
- Account Number
- Account Holder/Name
- Copy of Bank Book
- Reason

Refund information

Moving-out Date	YYYYMMDD	Remain Days	No refund if the remaining night are less than 30.
Refund Account	Korean	Refund procedure takes at least two weeks.	
Bank	:: Bank :: Bank is required.	Account Number	Account Number is requ
Account Holder	:: Account Holder ::	Account Name is require	
Copy of Bank Book	파일 선택 선택된 파일 없음		
Reason	환불사유를 적어주세요.		

Submit Reset

Enter Refund Information

<International Bank Account>

- Moving-out Date
- E-mail
- Contact Number
- Home Address
- Currency
- Bank Swift Code
- Beneficiary Bank BIC
- Bank Address
- Bank Name
- Account Holder
- Copy of Bankbook
- Reason

* We may contact you via email if additional information is required.

Refund information

Moving-out Date	YYYYMMDD	Remain Days	No refund if the remaining night are less than 30.
Refund Account	International	Refund procedure takes at least four weeks.	
Email	E-Mail is required.	Contact number	Contact number is require
Home address	Address: Address is required. City: City is required. Country: Country is required.		
Currency	USD	Bank swift code	Bank swift code is require
Beneficiary Bank BIC	Beneficiary Bank BIC is re		
Branch name & address	Address: Address is required. City: City is required. Country: Country is required.		
Bank	Beneficiary bank is require	Account Number	Account Number is requir
Account Holder	:: Account Holder ::	Account Name is requirec	
Copy of Bank Book	파일 선택 선택된 파일 없음		
Reason	환불사유를 적어주세요.		

Submit Reset

Room inspection

Please contact your RA and have your room inspected the day before your check-out.

Refund Policy

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