

<b>SJC GUEST ROOM CANCELLATION POLICY Non-UBC Department Bookings</b>	<b>Single</b>	<b>Group Bookings (3 or more rooms)</b>
<b>Nightly Bookings</b>		
Less than 2 business days notice	1 night	1 night per room
<b>Monthly (31 nights or more)</b>		
10 business days notice	no penalty	
6 to 9 business days notice	75% of deposit returned	
3 to 5 business days notice	50% of deposit returned	
Less than 3 business days notice	25% of deposit returned	

**\*Deposit of half a month of guest room fees must be paid 15 business days before check-in. The College may retain a portion of the deposit based on the notice given.**

<b>SJC GUEST ROOM CANCELLATION POLICY UBC Department Bookings</b>	<b>Single</b>	<b>Group Bookings (3 or more rooms)</b>
<b>Nightly Bookings</b>		
Less than 2 business days notice	1 night	1 night per room
<b>Monthly (31 nights or more)</b>		
10 business days notice	No penalty	
6 to 9 business days notice	25% of half month will be charged to your department	Queen = \$3,150/2 = \$1,575 x 25% = \$393.75  Double= \$2,850/2 = \$1,425 x 25% = \$356.25
3 to 5 business days notice	50% of half month will be charged to your department	Queen = \$3,150/2 = \$1,575 x 50% = \$787.50  Double= \$2,850/2 = \$1,425 x 50% = \$712.50
Less than 3 business days notice	75% of half month will be charged to your department	Queen = \$3,150/2 = \$1,575 x 75% = \$1,181.25  Double= \$2,850/2 = \$1,425 x 75% = \$1,068.75

**\*Workday tag must be provided 15 business days before guest check-in.**