

# St. John's College Guest Room Cancellation Policy

<b>Bookings paid by Credit Card</b>	
<b>Nightly Bookings</b>	
Notice: less than 2 business days	1 night, group bookings: one night per room booked
<b>Monthly (30+ nights)</b>	
Notice: 10 business days	No penalty
Notice: 6 to 9 business days	75% of deposit returned
Notice: 3 to 5 business days	50% of deposit returned
Notice: less than 3 business days	25% of deposit returned

**\*Deposit of one full 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>Bookings paid by UBC Workday</b>		
<b>Nightly Bookings</b>		
Notice: less than 2 business days	1 night, group bookings: one night per room booked	
<b>Monthly (30+ nights)</b>		
Notice: 10 business days	No penalty	
Notice: 6 to 9 business days	25% of half month will be charged to your department	<b>Suite</b> = $\$3,750/2 = \$1,875 \times 25\% = \$468.75$ <b>Queen</b> = $\$3,450/2 = \$1,725 \times 25\% = \$431.25$ <b>Double</b> = $\$3,150/2 = \$1,575 \times 25\% = \$393.75$
Notice: 3 to 5 business days	50% of half month will be charged to your department	<b>Suite</b> = $\$3,750/2 = \$1,875 \times 50\% = \$937.50$ <b>Queen</b> = $\$3,450/2 = \$1,725 \times 50\% = \$862.50$ <b>Double</b> = $\$3,150/2 = \$1,575 \times 50\% = \$787.50$
Notice: less than 3 business days	75% of half month will be charged to your department	<b>Suite</b> = $\$3,750/2 = \$1,875 \times 75\% = 1,406.25$ <b>Queen</b> = $\$3,450/2 = \$1,725 \times 75\% = \$1,207.50$ <b>Double</b> = $\$3,150/2 = \$1,575 \times 75\% = \$1,181.25$

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