# **HUFS** Global Hall moving out Guide

- Moving out date and checking time: 2022. 08. 13. (Sat.) 09:30 to 15:00
  2022. 08. 16. (Tue.) 09:30 to 15:00
- \* Those who want to leave early should apply before the moving out day, and leave after checking by 15:00.
- \* Those who leave early are not allowed to leave on weekends except formal moving out date.
- Recipient of leaving: Unregistered for a year and an applicant for a new room assignment & registered for only a half year or vacation

### Moving out process

- 1. Clearing up personal items & Discharge garbage after cleaning the room.
- 2. After cleaning personal items and rooms, visit the Operation team to check the room (previous dormitory fixtures (closet keys and wifi device, etc.) should be placed in the room)
- 3. Return the card to the Operation team and then leave.

### Application for a deposit return

- 1. Application Period: ~ 2022.08. 05. (Fri.)
- 2. How to apply: Register your bank account on MY PAGE on the official website.
- 3. Please register your own bank account.
  - \* Account holder's name and yours should be the same.
    - \* Foreigners with no Korean bank account, visit Operation team ~2022.08.03.(Wed.)
- 4. Deposit payment date: 2022.08. 31. (Wed.) to be deposited in a lump
- \* If there is no additional management fee or problems in your room, the deposit will be refunded fully.

#### Precautions

- 1. If you leave without checking the room or without returning the card & If there are some personal items or waste thrown in the room after checking the room, you cannot live in the dormitory again.
- Notice for the same room extension application on 2<sup>nd</sup> semester of 2022
- 1. If you want to extend the same room, apply online (Scan QR code)
- 2. Application date: 22.08.03.(Wed.) ~ 08.09.(Tue.) until 17:00 (You can never apply for an extension afterwards)
- 3. Subjects of application: applicant for a year and reselected for 2<sup>nd</sup> semester (people who get waiting number are not applicable)
- Other questions: Operation team 02-6235-2862

## 한국외국어대학교 글로벌홀 기숙사