



# International House

## Departure Information

### Departure Process

When preparing to depart International House, please complete the following important steps:

1. Complete the [Departure form](#) via the application portal.
2. Clean your room and common areas

Place furniture in its original position, remove all your belongings from your room, the storage areas, and the bike room, on or before your check-out date. Only the items which you found in your room when you arrived should be there when you leave. We are not responsible for items left in your room after your departure.

Please make sure that you:

- Close the window(s)
- Turn off all lights and ceiling fan
- Return all furniture back to original position
- Empty the refrigerator, kitchen cabinets, bathroom and common closets of all items belonging to you (I-House North)

*Kindly note that failure to do these things may result in a charge.*

3. Upon departure, drop off your photo ID card, temporary ID card and mail room key at the Bursar's Office or Claremont Desk.

Questions? Please contact the Admissions Office at [admissions@ihouse-nyc.org](mailto:admissions@ihouse-nyc.org).

### Mail Forwarding

If you do not leave a forwarding address, I-House will return all mail to sender(s).

If you leave a forwarding address, I-House will forward your first- and second-class mail for a **MAXIMUM PERIOD OF 30 DAYS**. First-class mail may be forwarded overseas, but the extra postage will be charged to the sender. Parcel Post can also be forwarded. At the end of the 30-day period, I-House will return all mail to sender.

## Your Security Deposit Refund

If you are scheduled to return to the House, we will hold the security deposit as a deposit for your return.

If you are not scheduled to return to I-House, **while filling out your departure form you may indicate if you wish to receive your deposit as a refund to your Visa or Mastercard or by check in U.S. dollars.**

If you wish your deposit to be refunded by check, we will send it to the forwarding address provided at check-out.

If you wish your deposit to be refunded by Visa or MasterCard we will refund to the card you provided for the refund of your room fees.

*Please note that refunds can only be issued to a card you have used to pay fees at I-House.*

Membership deposit refunds will only be processed after all outstanding fees have been paid and your I-House keys and I.D. card have been returned. Any outstanding fees will be deducted from the membership deposit before a refund is issued.

Any questions about your account or security deposit should be directed to Bursar Services at [apai@ihouse-nyc.org](mailto:apai@ihouse-nyc.org).