



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:**
 - a. 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.
 - b. Please make sure that you:
 - i. Close the window(s)
 - ii. Turn off all lights and ceiling fan
 - iii. Return all furniture back to original position
 - iv. 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 any ID cards and your mail room key at the Bursar's Office or Claremont Desk.**

Questions? Please contact the Admissions Office at admissions@ihouse-nyc.org.

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, the Bursar's Office will process your security deposit refund within 14 business days of your departure.



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Your Security Deposit Refund

Security deposit refunds will only be issued to the method of payment you have used to pay your fees while 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.