

[별표 1] 생활관비 징수 및 환불기준 <개정 2019.08.28., 2024.02.21.>

기준일	징수 금액	환불금액
생활관 호실선택 이전	총액의 100%	납부한 금액의 100%
생활관 호실 선택 이후		홈메이트 호실 선택 이후 입사 전 입사포기 시 위약금 10만원 공제 후 환불
생활관 정규입사일 이후	사용 일수	1. 입사 후 2주 이전 중도퇴사 시 잔여 일수 일할 계산 금액의 15% 위약금 공제 후 환불 2. 1항 외 일할 계산하여 환불 (단, 정규퇴사일 이전 1주일은 미적용)

※ 단, 질병, 입대 등의 사유로 휴학 시 증빙서류를 제출하면 위약금 면제

[Appendix 1] Dormitory Fee Collection and Refund Guidelines <Revised as of August 28, 2019, February 21, 2024>

Reference Date	Collectio n Amount	Refund Amount
Before selecting a dormitory room	100% of the total amount	100% of the paid amount
After selecting a dormitory room		If you leave within 14 days after the regular move-in date, a penalty of 15% will be deducted from the amount calculated based on the daily rate.(For those who apply homemates matching)
After regular dormitory move-in date	Duration of residency	1. Up to 2 weeks before moving out of the dormitory, refund after deducting 15% of the calculated daily amount as a penalty 2. Refund based on calculations other than the first clause (However, the last week before the regular dormitory move-out date is not applicable)

※ Cases Where Penalties are Exempted (Submission of Supporting Documents is Mandatory)

1. Individuals who have obtained a leave of absence due to illness, military service, pregnancy, or childbirth.
2. Individuals who have received approval from the dormitory supervisor.