

## COMPANY POLICIES

1. You must accept our Terms and Conditions before any payment will be accepted.
2. You must register in the name of your government issued ID you will use for travel. Ex., if your passport is in your maiden name you must register in your maiden name. Please understand that you are responsible for any name change fees.
3. All payments are **NON-REFUNDABLE & NON-TRANSFERABLE**.
4. You must make monthly payments on your reservation after you initial first deposit. Any payment amount of \$50 or more is acceptable.
5. If you fail to make monthly payments your reservation is subject to cancellation and any previous deposits will be forfeited and your room will be re-sold. If you are falling behind on payments, please contact us to bring it to our attention or we can only assume you have abandon your reservations.
6. Rates are subject to change.
10. Late fee of \$50 per person are due after final deadline. Late payments are only accepted by approval of management. You must let us know in advance.
11. A one-time name change can be made before final deadline. Name change fee of \$50 after final deadline.
12. Account summaries are sent to everyone sharing a room. No individual summaries can be requested.