

INTERNATIONAL HOUSE

2012 SPRING SEMESTER

PAYMENT INSTRUCTIONS & SCHEDULE

- 1) There are 3 payments which cover your room and board for the Spring Semester.
- 2) It is important that all payments are made on time to avoid incurring late fees. While we do have a 3 calendar day grace period policy, please make sure payments are made on time.
- 3) If you would like to make one payment for the entire academic year or one semester you may.
- 4) Our preferred method of payment is via online E-Check (for US bank account holders) or wire transfer (for international residents without US bank accounts). As an incentive to use these payment methods, residents who make all of their rental payments with one of these methods, will receive a \$50 refund per semester. This refund will be added to your security deposit refund after you check out of I-House.

- For payment from a US bank, the preferred method is by E-Check or Online Transfer through your online banking account or through the local bank transfer. See below for International House bank account details. Please indicate your name in the memo line and send an email to gcs@berkeley.edu because sometimes the bank does not show your name on the payment.
- For payment from a bank outside the US the preferred method is by wire transfer. Upon completion of the wire transfer, please send an email to gcs@berkeley.edu including your name, the amount and the transfer number. Also, include your name in the banks' wire transfer form message line, if available. See below for International House bank account details.
- Wire transfer, or online bank payments via your bank can be made to:

Beneficiary: International House
Bank of America University Branch
Bank Address: 2347 Telegraph Avenue,
Berkeley, CA 94704, U.S.A.
Checking Account # 08703-13991
Routing ABA # 026009593
Swift # BOFAUS3N

- 5) In addition to our preferred method mentioned above, we also accept cash, check or credit card payments.
 - Cash payments can be made in person at the Cashier's window. Regular Cashier's window hours are 10AM to 12PM Monday through Friday. Cashier's window hours are extended from 9:30AM to 3PM two business days prior to the payment due date and three business days after the payment due date.
 - Check payments can also be made via the Cashier's mail slot under the window any time of the day or night. A receipt will be placed in your mailbox the following business day.
 - VISA and MasterCard payments via the International House website can be made by going to: <http://ihouse.berkeley.edu/payment/> and choose 'Other Payment'.

Instructions for online payment are posted on this website. Please print and keep the order number as your payment confirmation.

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Payable to: International House
2299 Piedmont Avenue
CA 94720-2320

- Please refer to this payment schedule and make your payments by the due date.
- You will NOT be notified by the Accounting Office of any payments due.
- There is a 3 calendar day grace period. Beginning on the 4th day there will be a \$30 late fee as well as a \$10 per calendar day fee assessed for each day your payment is late.

Spring 2012 January 10, 2012 to May 18, 2012	Regular Double (D1)	Large Double (D2)	Premium Double (D3)	Low Price Single (S1)	Regular Single (S2)	Premium Single (S3)
Security Deposit: (New Residents)	\$500	\$500	\$500	\$500	\$500	\$500
Advance Payment: New Residents (Apply to the last installment)	\$500	\$500	\$500	\$500	\$500	\$500
First Installment - All Residents Due January 23, 2012	\$2064	\$2193	\$2365	\$2193	\$2365	\$2709
2nd Installment - All Residents Due February 23, 2012	\$2064	\$2193	\$2365	\$2193	\$2365	\$2709
3rd Installment - All Residents Due March 19, 2012	\$1564	\$1693	\$1865	\$1693	\$1865	\$2209
TOTAL SPRING 2012 (Does not include the \$500 Room Deposit)	\$6192	\$6579	\$7095	\$6579	\$7095	\$8127