

# ACCOMMODATION APPLICATION FORM

## 住宿選擇 Accommodation Option

(請打圈, Please circle the accommodation option below)

台糖台北會館 Taisugar Hotel Taipei	福華旅邸 Howard Serviced Suites	台北馥敦飯店 (復南館) Taipei Fullerton Hotel	安居台北 The Corner House	福華文教會館 Howard International House
入住日期 Check In date (Please Check in after 15:00 PM)		離開日期 Check Out Date (Please check out before 12:00PM)		
_____/_____/_____ YYYY / MM / DD		_____/_____/_____ YYYY / MM / DD		
房型 Room Type		間數 Quantity		
報名班別 The class that you apply				
團體密集班 Intensive Group Class	夏令營 Summer Camp	個人班 Individual Class		
學習期間 Studying period				
From _____ to _____ (YYYY/MM/DD) (YYYY/MM/DD)				
入住者 Applicant	護照號碼 Passport No.	電子郵件 Contact Email		
	(Please provide passport copy also)			
其他陪同入住者 Other Guests / co-sleep to stay with applicant.	姓名 Name	關係 Relationship	年齡 Age	
1				
2				
3				
4				
5				
在台緊急事件連絡人 Person to contact in case of emergency in Taiwan (if available)	姓名 Name	電話 Tel	關係 Relationship to applicant	



## AIRPORT TRANSPORTATION ARRANGEMENT:

Transportation from the airport to your desired destination in Taipei will be charged at NT\$1600~NT2500 one-way. Please let us know at least 10 working days in advance should you need such an arrangement.

1. Do you need transportation from the airport to Taipei City? YES / NO
2. Airport pick up date: \_\_\_\_\_ (YYYY/MM/DD)
3. Flight arrival time \_\_\_\_\_
4. Flight Number \_\_\_\_\_
5. Name of airline \_\_\_\_\_
6. Where is your flight from?(city, country) \_\_\_\_\_

### Notification:

1. Please follow hotel's regulation.
2. An extra of 5% ~ 10% of the accommodation cost will be charged by the school.
3. The fee is only for accommodation fee, the fee does not include any other fee.
4. Due to July to August is summer vacation season, please email the hotel booking application 4 months earlier. MLC do not accept phone call booking or on-site booking.
5. Due to the limit of room, please book the room as early as possible, in case of the room is sold out.
6. Hotel Booking service is for MLC student only.
7. Activities after school and during weekends are not provided. Please have your own arrangement if necessary.

### 訂房訂金退費 Deposit Refund Policy

- 入住前 1~7 天取消訂房，不退訂金(一晚房費)
- 入住前 8~15 天取消訂房，退 50%訂金(一晚房費)
- 入住前 16~31 天取消訂房，退 90%訂金(一晚房費)
- 1~7 days prior to arrival, 100% of the first night room rate (deposit) will be charged.
- 8~15 days prior to arrival is 50% of the first night room rate (deposit) will be charged.
- 16~31 days prior to arrival is 10% of the first night room rate (deposit) will be charged.