

How to make Cancellation / Change

Request for : Cancellation of your accommodation reservation must be made until one day earlier, or you will be required to pay full charge.

If you need to cancel or change the reservation, please do so your portal site before your check in.

If you want to change details of your booking after check in, please contact Users Office below.

Users Office: Office Hours: 9:00-17:00 on Mon. to Fri. (Except national holidays and Dec.29 - Jan.3)

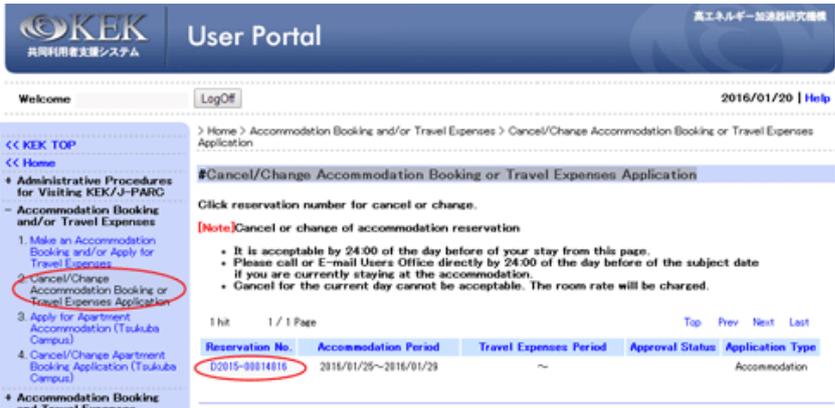
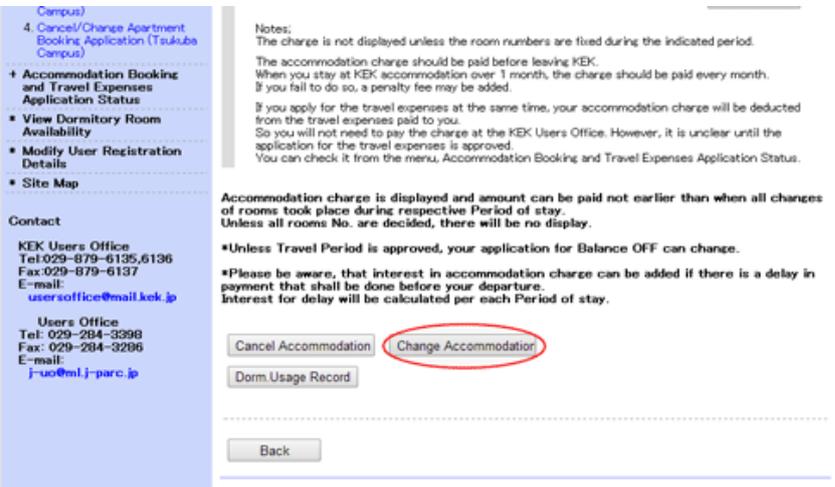
E-mail: usersoffice@mail.kek.jp

Please specify the following information when you contact us by e-mail. (Name, Affiliation, Period of the confirmed reservation, Change of days)

Please enter Your User Portal ⇒

Left-hand side of the screen 「Accommodation Booking and/or Travel Expenses」

⇒「2. Cancel/Change Accommodation Booking or Travel Expenses」

<p>1) 「Accommodation Booking and/or Travel Expenses」 ↓ 「2. Cancel/Change Accommodation Booking or Travel Expenses」 「Cancel/Change Accommodation Booking or Travel Expenses Application」</p> <p>Click reservation number for cancel or change.</p>	 <p>The screenshot shows the 'User Portal' header with the date 2016/01/20. The main content area is titled '#Cancel/Change Accommodation Booking or Travel Expenses Application'. It includes instructions to click the reservation number for cancellation or change. A table lists reservation details, with the first entry circled in red:</p> <table border="1"> <thead> <tr> <th>Reservation No.</th> <th>Accommodation Period</th> <th>Travel Expenses Period</th> <th>Approval Status</th> <th>Application Type</th> </tr> </thead> <tbody> <tr> <td>0015-0014816</td> <td>2016/01/25~2016/01/29</td> <td>~</td> <td></td> <td>Accommodation</td> </tr> </tbody> </table>	Reservation No.	Accommodation Period	Travel Expenses Period	Approval Status	Application Type	0015-0014816	2016/01/25~2016/01/29	~		Accommodation
Reservation No.	Accommodation Period	Travel Expenses Period	Approval Status	Application Type							
0015-0014816	2016/01/25~2016/01/29	~		Accommodation							
<p>2) In case of Change : 「Details of Application」</p> <p>Please click 「Change Accommodation」 button.</p> <p>In case of cancel, Please see No.6)</p>	 <p>The screenshot shows the 'Details of Application' page. It includes contact information for the KEK Users Office and the Users Office. At the bottom, there are buttons for 'Cancel Accommodation', 'Change Accommodation' (circled in red), and 'Dorm Usage Record'. There is also a 'Back' button.</p>										

3)

「Change Accommodation Booking Application」

- ① Please change application period.
- ② Please click 「Change Accommodation」 button.

※ 1. If you will stay outside of KEK, click「Reservation period」 button. Please see No.5)

3. Apply for Apartment Accommodation (Tsukuba Campus)

4. Cancel/Change Apartment Booking Application (Tsukuba Campus)

Accommodation Booking and Travel Expenses Application Status

View Dormitory Room Availability

Modify User Registration Details

Site Map

Contact

KEK Users Office
Tel:029-879-6135,6136
Fax:029-879-6137
E-mail: usersoffice@mail.kek.jp

Users Office
Tel: 029-284-3398
Fax: 029-284-3286
E-mail: j-uo@mail.j-parc.jp

[Accommodation Booking Request]

1. Application Period
2016 / 01 / 25 (night) - 2016 / 01 / 28 (morning)

2. Accommodation Campus
Tsukuba Campus

3. Room type
First choice Single
Second choice Single with shower/bath

4. If requested room type is unavailable, until how many days before the start of your stay would you like to be waitlisted?
1 day before

[Reservation Status]

Reservation period ※ 1

Here, you can set and confirm the following cases.
Case, when you set the "Outside stay" during Period of stay.
Case, when you want to check reservation of accommodation during Period of stay.

Click the [Change Accommodation] button to move to the Confirmation Page.
Click the [Back] button to return to the previous page.

Change Accommodation Clear Back

4)

「Change Accommodation Booking Application (Confirmation)」

Please check date, then click 「Confirm」 button.

Application Status

View Dormitory Room Availability

Modify User Registration Details

Site Map

Contact

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Users Office
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E-mail: j-uo@mail.j-parc.jp

[Reservation Status]

*Room No. is decided on the check-in day Time of Record taken:2016/01/20 15:25:48

no.	Date	Accommodation Campus	No Room Required	First Choice	Status	Second Choice	Status	Details
1.	2016/01/25	Tsukuba	<input type="checkbox"/>	S	Reserved	SB		The room for your first choice is reserved.
2.	2016/01/26	Tsukuba	<input type="checkbox"/>	S	Reserved	SB		The room for your first choice is reserved.
3.	2016/01/27	Tsukuba	<input type="checkbox"/>	S	Reserved	SB		The room for your first choice is reserved.

[Notes]

Room Type
S Single SB Single with shower/bath

Please click the [Confirm] button to complete to change the booking. Click the [Back] button to return to the previous page.

Confirm Back

5)

「Change Accommodation Booking Application (日別詳細)」

- ① Please choice the date from「No Room Required」
- ② Please click 「Change Accommodation」 button.

Application Status

View Dormitory Room Availability

Modify User Registration Details

Site Map

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[Reservation Status]

Time of Record taken:2016/01/20 15:28:17

No	Date	Accommodation Campus	No Room Required	First Choice	Status	Second Choice	Status	Details
1.	2016/01/25	Tsukuba	<input type="checkbox"/>	S	Reserved	SB		The room for your first choice is reserved.
2.	2016/01/26	-	<input checked="" type="checkbox"/>	-	-	-		We do not have any request for the dormitory room from you.
3.	2016/01/27	Tsukuba	<input type="checkbox"/>	S	Reserved	SB		The room for your first choice is reserved.

[Notes]

Room Type
S Single SB Single with shower/bath

Click the [Change Accommodation] button to move to the Confirmation Page.
Click the [Clear & Back] button to return to the previous page.

Change Accommodation Clear Clear & Back

5)-2

「Cancel Accommodation Booking Application (Confirmation)」

Please check date, then click 「For details」 button.

Accommodation Booking and Travel Expenses Application Status

View Dormitory Room Availability

Modify User Registration Details

Site Map

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Tel: 029-284-3398
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[Reservation Status]

*Room No. is decided on the check-in day

no.	Date	Accommodation Campus	No Room Required	First Choice	Status	Second Choice	Status	Details
1.	2016/01/25	Tsukuba	<input type="checkbox"/>	S	Reserved	SB		The room for your first choice is reserved.
2.	2016/01/26	-	<input checked="" type="checkbox"/>	-	-	-		We do not have any request for the dormitory room from you.
3.	2016/01/27	Tsukuba	<input type="checkbox"/>	S	Reserved	SB		The room for your first choice is reserved.

[Notes]

Room Type
S Single SB Single with shower/bath

Accommodation Booking successfully changed.
Please click the [For details] button to go back to the top page.

For details

6) In case of Cancel :

「Details of Application」

Please click 「**Cancel Accommodation**」 button.

Campus)
4. Cancel/Change Apartment Booking Application (Tsukuba Campus)

- Accommodation Booking and Travel Expenses Application Status
- View Dormitory Room Availability
- Modify User Registration Details
- Site Map

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E-mail: j-uo@mail.j-parc.jp

Notes:
The charge is not displayed unless the room numbers are fixed during the indicated period.
The accommodation charge should be paid before leaving KEK.
When you stay at KEK accommodation over 1 month, the charge should be paid every month.
If you fail to do so, a penalty fee may be added.
If you apply for the travel expenses at the same time, your accommodation charge will be deducted from the travel expenses paid to you.
So you will not need to pay the charge at the KEK Users Office. However, it is unclear until the application for the travel expenses is approved.
You can check it from the menu, Accommodation Booking and Travel Expenses Application Status.

Accommodation charge is displayed and amount can be paid not earlier than when all changes of rooms took place during respective Period of stay.
Unless all rooms No. are decided, there will be no display.

*Unless Travel Period is approved, your application for Balance OFF can change.

*Please be aware, that interest in accommodation charge can be added if there is a delay in payment that shall be done before your departure.
Interest for delay will be calculated per each Period of stay.

Cancel Accommodation Change Accommodation

Dorm Usage Record

Back

6)-2

「Cancel Travel Expenses Application (Confirmation)」

Please click 「**Cancel Accommodation**」 button

Application Status

- View Dormitory Room Availability
- Modify User Registration Details
- Site Map

Contact

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Interest for delay will be calculated per each Period of stay.

Please click the [Cancel Accommodation] button to move to the Confirmation Page.>
Click the [Back] button to return to the previous page.

Cancel Accommodation Back

6)-3

「Cancel Travel Expenses Application (Confirmation)」

Please check items, then click 「**Confirm**」 button.

Contact

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Fax:029-879-6137
E-mail: usersoffice@mail.kek.jp

Users Office
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application for the travel expenses is approved.
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Interest for delay will be calculated per each Period of stay.

Please click the [Confirm] button to complete to cancel the booking.
Click the [Back] button to return to the previous page.

Confirm Back

2016.01.28