

## About group cancellation

In case of cancellation of the application, we will charge a cancellation fee according to the following rate.

Training room / accommodation room	Number of guests (people)	On the day / no nights Last night / last night	3 days ago	A week ago	2 weeks ago	One month ago	2 months ago	3 months ago	After reservation confirmation
All training rooms All accommodation	15~29	100%	80%	60%	50%	30%	20%	10%	10%
	30~59	100%	80%	70%	60%	40%	30%	20%	10%
	60~	100%	100%	80%	60%	50%	40%	30%	20%
	Number of people (Within 10%)	100%	80%	60%	-	-	-	-	-

(note)

1. When canceling all staying days in consecutive night reservation, a cancellation fee filled in "cancellation rate" will be generated for all staying days.
2. In case of canceling a certain staying day in consecutive night reservation, a cancellation fee entered in "cancellation rate" will occur for all canceled staying days.
3. In the case of a decrease in the number of personnel in the reservation of multiple persons, the cancellation fee will be charged for the number of people who canceled regardless of the number of reserved people.
4. If guests do not contact and arrival time has passed for 2 hours, the accommodation contract may be deemed to have been canceled by the guest and may be processed. (Because the final check-in is 23 o'clock, even if the time of 2 hours since the arrival time is over 23 o'clock, we will consider it as canceled at 23 o'clock)

Restaurant		The day / previous / second day	3 days ago ~	A week ago ~
Meal	10 people or more	100%	100%	80%
	Number of people (within 10 people)	100%	80%	-

※ In the case of long-term training implementation, apply the cancellation date as the start date. However, in the case of total cancellation, the start date is the starting day.

## About cancellation of individual accommodation reservation

To cancel or change accommodation reservation, please contact us on our internet reservation page or telephone.

In case of cancellation of all or a part of the reservation, the cancellation fee will be charged as follows according to the accommodation terms stipulated by the accommodation facility.

Cancellation fee application period / number of people	Regardless of number
from 8 days before to 14 days before the stay date	20% of cancellation room charge
from 2 days before to 7 days before the stay date	50% of cancellation room charge
the day before the stay day	80% of cancellation room charge
on the day of stay	100% of cancellation room charge
no contact lodging charge	100% of cancellation room charge

(note)

1. % is the ratio of penalty charge to basic room rate.
2. In case of canceling all staying days in consecutive night reservation, cancellation fee entered with "cancellation rate" will occur for all staying days.
3. In case of canceling a certain staying day in consecutive night reservation, a cancellation fee entered in "cancellation rate" will occur for all canceled staying days.
4. In the event of a decrease in the number of personnel in the reservation of multiple persons, the cancellation fee will be charged for the number of people who canceled regardless of the number of reserved people.
5. When 24 o'clock on the day of the accommodation day (in case the scheduled arrival time is specified beforehand, the time at which 2 hours have elapsed) has elapsed, the accommodation contract is deemed to have been canceled by the guest You may.