

HOUSING on CAMPUS GUESTHOUSE



PLEASE COMPLETE THIS FORM AND SEND IT TO: guesthouse@ista.ac.at		EMPLOYEE of IST AUSTRIA:		YES: <input type="checkbox"/>
				NO: <input type="checkbox"/>
ARRIVAL DATE:	Click or tap to enter a date.	DEPARTURE DATE:	Click or tap to enter a date.	
GUESTHOUSE	SINGLE room:	<input type="checkbox"/>	BREAKFAST	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
	DOUBLE room:	<input type="checkbox"/>	ARRIVAL after 4 pm (key-box):	YES: <input type="checkbox"/>
GUEST NAME:	LAST NAME:		FIRST NAME:	
ADDRESS:	CITY :		STREET:	
	ZIP Code:			
E-MAIL:			DATE OF BIRTH:	
NATIONALITY			INSTITUTION OF GUEST	
PAYMENT INFO:	COSTCENTER:	COSTCENTER NUMBER:		
	<input type="checkbox"/>			
	SELF-PAYMENT:	CREDITCARD TYPE:	CARD HOLDER:	
	<input type="checkbox"/>			
		CREDIT CARD NUMBER:	VALID (MMYY)	

COMMENTS:

RECEPTION Hours: MONDAY to THURSDAY, 8am-4pm and FRIDAY from 8 am-2 pm. The booking confirmation will be sent by mail.

- PAYMENT-GUESTHOUSE:** The payment of the accommodation charges can be paid for arrival or at the latest directly on arrival.
- Payment has to be settled at the guesthouse-reception desk (I01) during the hours of operation
 - Payment is possible either by cash or all common credit cards (VISA, Mastercard...)
 - Prices are subject to index adjustments.
- CANCELLATION:** Cancellation or changes to reservation(s) have to be made in writing.
- Up to 3 days prior to the arrival date, cancellation is free of charge.
 - For cancellations until 1 day prior to arrival 80% of the total accommodation costs will be charged.
 - Within 1 day No-Show 100% of the total accommodation costs will be charged
 - In case of early departure, 50% of the agreed price will be charged for the agreed remaining days (not more than 3 days will be charged).

Should you have any inquiry regarding the reservation, please feel free to contact us: guesthouse@ista.ac.at

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