

Refund Settings

In the side navigation pane, click **Setup > Settings**. This will open the refund settings page.

Settings

Cancellation

Full Refund (Individual) <small>X days before check-in</small>	<input type="text" value="5"/>
Full Refund (Organization) <small>X days before check-in</small>	<input type="text" value="15"/>

Configure the deadline to qualify for a full refund by specifying the number of days one should get a refund before check-in. Separate deadlines can be configured between individual and organization guest types.

Note that final refund value can still be specified by the admin upon initiating the cancellation process and this setting only modifies the suggested refund amount displayed.

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