

2019-2020 MEAL PLAN CANCELLATION FORM

Submit this form in person at Campus Services, MS 1.01.52 (Main Campus) or FS 2.418 (Downtown Campus). Or, submit scanned forms via email at CampusServices@utsa.edu. Cancellation forms are processed on the business date received.

Name (print): _____	Banner ID: @ _____
myUTSA ID (abc123): _____	Email: _____
Home Address: _____	
Phone: _____	Alt Phone: _____
Housing Status: (check one)	
<input type="checkbox"/> Chaparral Village* <input type="checkbox"/> Laurel Village* <input type="checkbox"/> Alvarez Hall* <input type="checkbox"/> Chisholm Hall* <input type="checkbox"/> University Oaks <input type="checkbox"/> Off Campus	
<i>*Purchase of a Meal Plan is a condition of residence at Laurel Village, Chaparral Village, Alvarez Hall, and Chisholm Hall for residents with forty-eight (48) or fewer completed semester credit hours.</i>	

Current Meal Plan:

- | | |
|--|---|
| <input type="checkbox"/> Access 7 A + 7 Meal Trades + \$300 Dining Dollars | <input type="checkbox"/> Access 5 A + \$300 Dining Dollars |
| <input type="checkbox"/> Access 7 B + 5 Meal Trades + \$200 Dining Dollars | <input type="checkbox"/> Block 1 – 150 meals + 5 Meal Trades + \$300 Dining Dollars |
| <input type="checkbox"/> Access 7 C – No Meal Trades or Dining Dollars | <input type="checkbox"/> Block 2 – 120 meals + \$400 Dining Dollars |

- Meal plan requirement:** The purchase of a Meal Plan is a condition of residence at Laurel Village, Chaparral Village, Alvarez Hall, and Chisholm Hall for residents with forty-eight (48) or fewer completed semester credit hours on the first day meals are available under this Meal Plan Contract.
- Cancellation reasons:** Cancellation forms are processed for the following reasons, in accordance with the Meal Plan Contract Terms and Conditions, Part VI, Cancellation of the Contract.

Please indicate the type of cancellation requested by checking ONLY ONE of the following:

- Cancellation for Convenience (must be submitted by Census Date):** Applies ONLY if student is not required to purchase a meal plan. Student may cancel Contract for any reason on or before 5:00pm on Census Day of the Fall Semester. Meal plans may be cancelled for convenience in the Spring ONLY if the student did not have a meal plan the preceding Fall Semester.
 - Census Dates for 2019 - 2020 School Year: Fall – September 11, 2019 & Spring – February 5, 2020.
- Cancellation for Withdrawal/Graduation/Transfer:** Student may cancel the contract if they cease to be a student of the University. Documentation of withdrawal, graduation, or transfer is required with this Cancellation Form.
- Cancellation for Change in Housing:** Student may cancel the contract if they were required to have a meal plan as a condition of residence at Chaparral/Laurel Village, Alvarez Hall, or Chisholm Hall and are no longer a resident of any of these complexes. Documentation of vacancy is required with this Cancellation Form.
- Cancellation for Medical Reasons:** Student may cancel the contract if, **after** signing the Contract, student develops a medical condition that prevents Student from dining at University Dining Facilities. In addition to this Cancellation Form, student must submit the following required documentation:
 1. An original, signed letter dated within the Contract period from student’s physician/specialist on his/her letterhead outlining the specific reasons why the UTSA Meal Plan does not meet student’s dietary requirements & specific changes to offerings that would meet student’s dietary needs.
 2. Specific nutritional plan provided by student’s physician/specialist on his/her letterhead to include: (i) a seven day menu outline, (ii) special preparation instructions, and (iii) where the food will be prepared.

Additional documentation may be requested to substantiate a cancellation request for medical reasons. Cancellation requests submitted for medical reasons are reviewed by the Director of Campus Services. A decision will be provided to the student within five (5) business days of receipt.

- Once verified and approved, cancellations are effective the next business day. Provided payment has been made, and as applicable, a pro-rated refund will be reimbursed to your ASAP account, minus a cancellation fee. Charges continue to accrue until cancellation is approved. Meal Plan Cancellation Charges calculation method can be found in the Contract Terms and Conditions.

Student Signature _____ **Date:** _____

Campus Services Use Only		
DATE STAMP	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Initial: _____
	Banner Updated: _____	Initial: _____
	Charges Assessed: _____	Initial: _____