The University of Texas at San Antonio

UTSA Campus Services

2026-2027 MEAL PLAN CANCELLATION FORM

Submit completed form to CampusServices@utsa.edu or in person to Campus Services on the Main Campus (MS 1.01.52) or Downtown Campus (FS 2.424C). Cancellation forms are processed on the business date received.

Student Information

Name (print): _____ Banner ID: @_____

myUTSA ID (abc123): _____ Email: _____

Phone: _____ Alt Phone: _____

Housing Status: (*check one*)

☐ Chaparral Village* ☐ Laurel Village* ☐ Alvarez Hall* ☐ Guadalupe Hall* ☐ Chisholm Hall* ☐ Blanco Hall*

☐ University Oaks ☐ Off Campus

**See "Meal Plan Requirement" below.*

Current Meal Plan Information:

☐ Roadrunner Platinum	☐ Roadrunner Gold	☐ Roadrunner Silver
☐ Rowdy 150	☐ Rowdy 120	☐ Rowdy 75

MEAL PLAN REQUIREMENT: The purchase of a Meal Plan is a condition of residence at Laurel Village, Chaparral Village, Alvarez Hall, Guadalupe Hall, Chisholm Hall, Blanco Hall, and for **ALL** residents.

CANCELLATION TERMS: Cancellations are considered 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:

☐ **Elective Cancellation** *(must be submitted by Census Date)* This option applies ONLY to students who are not otherwise required to purchase a meal plan (see Meal Plan Requirement). Students may cancel their meal plan contract for any reason up until 5:00pm on the Census Date for the fall semester. Meal plans may be cancelled for personal reasons in the spring semester ONLY if student did not have a meal plan the preceding fall semester.

Fall 2026 Census Date: September 1, 2026. **Spring 2027 Census Date:** February 3, 2027.

☐ **Cancellation: Withdrawal, Graduation, or Transfer** Student may cancel the contract if they are no longer enrolled at the university. Supporting documentation – such as proof of withdrawal, graduation, or transfer – must be submitted with this cancellation form.

☐ **Cancellation: Change in Housing** Students who were required to purchase a meal plan due to residency in Chaparral Village, Laurel Village, Alvarez Hall, Guadalupe Hall, or Chisholm Hall may cancel their contract if they are no longer living in any of these residential communities. Documentation of vacancy must be submitted with this cancellation form. Residents of University Oaks may cancel their meal plan upon providing proof of lease cancellation or termination.

☐ **Cancellation: Medical Reasons** Students may cancel their meal plan contract if they develop a medical condition, after signing the contract, that prevents them from dining at UTSA's campus dining facilities. To request a cancellation for medical reasons, students must submit this form along with the following documentation and procedures:

- A request for accommodation through the Students Disabilities Services Office, a signed letter from their physician or specialist (on official letterhead, dated during the contract period), explaining: Why the UTSA Meal Plan does not meet student's dietary needs and what specific changes would be necessary to accommodate those needs.
- A detailed nutritional plan from the physician or specialist (also on letterhead), including: i) a 7-day sample menu, ii) Any special preparation requirements, and iii) where the student's meals will be prepared.
- Schedule an appointment with the campus nutritionist to review how campus dining can support the student's needs.

Once all required materials have been submitted, Campus Services will carefully review and provide a decision to the student. Failure to provide documentation and follow these steps may result in a denial of the request.

Once verified and approved, cancellations are effective the next business day. If payment has already been made, a prorated refund – minus any applicable cancellation fee – will be issued to the student's ASAP account. Please note that charges will continue to accrue until the cancellation is officially approved. Calculation methods for meal plan cancellation charges can be found in the Contract Terms and Conditions.

Student Signature _____ **Date:** _____

Campus Services Use Only		
DATE STAMP	☐ Approved ☐ Denied	Initial: _____
	Banner Updated: _____	Initial: _____
	Charges Assessed: _____	Initial: _____