

# UTSA Campus Services

## 2025-2026 MEAL PLAN CANCELLATION FORM

Submit completed form to [CampusServices@utsa.edu](mailto: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:

<input type="checkbox"/> Roadrunner Platinum	<input type="checkbox"/> Roadrunner Gold	<input type="checkbox"/> Roadrunner Silver
<input type="checkbox"/> Rowdy 150	<input type="checkbox"/> Rowdy 120	<input type="checkbox"/> 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 2025 Census Date:** September 10, 2025. **Spring 2026 Census Date:** February 4, 2026.

**Cancellation for 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 for 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 confirming their 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 for 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: 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.

Additional documentation may be requested if needed to help support medical cancellation requests. Once all required materials have been submitted, Campus Services will carefully review and provide a decision to the student, and if necessary, review notes with the UTSA Dining Dietitian.

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:** \_\_\_\_\_

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