

**The University of Texas at San Antonio
Business Auxiliary Services
2015 – 2016 MEAL PLAN CANCELLATION FORM**

Name (print): _____	Banner ID #: @ _____
Local Address: _____	My UTSA ID (abc123): _____
	Phone: _____
	Email: _____
Housing Status: (check one)	
<input type="checkbox"/> Chaparral Village	<input type="checkbox"/> Laurel Village
<input type="checkbox"/> Alvarez Hall	<input type="checkbox"/> University Oaks
	<input type="checkbox"/> Chisholm Hall
	<input type="checkbox"/> Off Campus

Current Meal Plan:

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

1. This form is accepted in person at Business Auxiliary Services (BAS), located in the Crespa Service Center, MS 1.01.52. Scanned, cancellation forms are also accepted via email at AuxiliaryServices@utsa.edu. Cancellation Forms are processed on the date received.
2. As a reminder, the purchase of a Meal Plan is a condition of acceptance of housing at Laurel Village, Chaparral Village, and Alvarez 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.
3. 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** (applies ONLY if student is not required to purchase a meal plan): Student may cancel the Contract for any reason on or before 5pm on Census Day of the Fall Semester. Meal plans may be cancelled for convenience in the Spring *if the student did not have a meal plan the preceding Fall Semester*. Census Dates for 2015 - 2016 School Year: Fall – September 2, 2015 & Spring – January 27, 2016.
 - 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 or Alvarez 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 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 Business Auxiliary Services. A decision will be provided to the student within five (5) business days of receipt.
4. 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:** _____

For Office Use Only		
Date Stamp Here	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	By: _____
	Banner Updated: _____	By: _____
	Charges Assessed: _____	By: _____