

**UTSA Campus Services****2022-2023 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 2.418). 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\* ☐ 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"/> Roadrunner Bronze
<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, and Chisholm Hall for residents with forty-eight (48) or fewer completed semester credit hours on the first day meals are available under the Meal Plan Contract or date contract was signed; whichever occurs later.

**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 (see Meal Plan Requirement). Student may cancel meal plan contract for any reason on or before 5:00pm on Census Date of the fall semester. Meal plans may be cancelled for convenience in the spring semester ONLY if student did not have a meal plan the preceding fall semester.

**Fall 2022 Census Date:** September 7, 2022. **Spring 2023 Census Date:** February 1, 2023.

- ☐ **Cancellation for Withdrawal, Graduation, or 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 purchase a meal plan as a condition of residence at Chaparral Village, Laurel Village, Alvarez Hall, Guadalupe Hall, or Chisholm Hall and are no longer a resident of any of these complexes. Documentation of vacancy is required with this cancellation form. University Oaks residents may cancel upon providing proof of lease cancellation or termination.

- ☐ **Cancellation for Medical Reasons** Student may cancel the contract if, after signing the Meal Plan 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 Meal Plan Contract period from student's physician/specialist on his/her letterhead outlining i) the specific reasons why the UTSA Meal Plan does not meet student's dietary requirements and ii) specific changes to offerings that would meet student's dietary needs.
  2. A 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 food will be prepared.
- Additional documentation may be requested to substantiate cancellation requests for medical reasons. The Director of Campus Services reviews cancellation requests submitted for medical reasons. Campus Services will provide a decision to the student within 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 prorated refund will be reimbursed to the student's ASAP account, minus a cancellation fee. Charges continue to accrue until cancellation is 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	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Initial: _____
	Banner Updated: _____	Initial: _____
	Charges Assessed: _____	Initial: _____