

UTSA Campus Services

2023-2024 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* 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 2023 Census Date: September 6, 2023. **Spring 2024 Census Date:** January 31, 2024.

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: _____