

# Student Housing & Hospitality Services

SHHS Main Office, Marine Drive Building 6  
2205 Lower Mall, Vancouver, BC V6T 1Z4  
Tel: 604.822.2811

Return form via fax to: 604.822.6935

Return form in person or mail to:  
Student Housing & Hospitality Services  
SHHS Main Office, Marine Drive Building 6  
2205 Lower Mall, Vancouver BC V6T 1Z4

## Request for Refund/Transfer of Remaining 18W Meal Plan Dollars

Please print clearly using BLOCK letters

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student Number \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### RESIDENCE DOLLARS

- a. Transfer to a Carryover Plan at no charge  
 b. Transfer to a Gift Card at no charge

### FLEX DOLLARS

- a. Transfer to a UBCCard Plan at no charge  
 b. Transfer to a Gift Card at no charge  
 c. Refund by cheque or credit card (please complete Refund Details below). ***\$25 refund fee will apply.***

### **TERMS AND AGREEMENT**

- All requests for transfers or refunds must be received by **May 6<sup>th</sup>, 2019**. All requests received after May 6<sup>th</sup>, 2019 will be declined and all outstanding balances will be automatically transferred as follows:
  - Remaining Residence Dollars will be transferred to a Carryover Plan at no charge
  - Remaining Flex Dollars will be transferred to a UBCCard Plan at no charge
- The refund will be calculated as the ending flex dollar balance, less the refund fee of \$25.00.
- Gift Cards must be picked up from the Student Housing & Hospitality Services Admin Office, in-person, with photo identification. They will be available for pick up between May 27<sup>th</sup>, 2019 and September 13<sup>th</sup>, 2019. Gift Cards not collected by September 13<sup>th</sup>, 2019 will have their balances forfeited.
- Meal dollars transferred to a UBC Food Services Gift Card or the Carryover Plan are non-refundable, cannot be redeemed for cash and/or applied as payment to any other UBC Food Services accounts.
- The value of the gift card will not be replaced if the gift card is lost, stolen or destroyed.
- Gift cards may be used at all Food Services locations, paying the posted retail price.

**I, the undersigned, have read, understand and agree to the UBC Food Services Request for Refund of Remaining Flex Dollars Terms and Agreement stated above. I request Food Services Meal Plan Office to refund any remaining Flex Dollars. I understand this refund is subject to a \$25.00 administrative refund fee.  
If my remaining balance is \$25.00 or below, I will not receive a refund.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Refund the eligible Flex Dollars to:**

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Or**

Mailing Address:

Street \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_