



Complete this form if you need to cancel your current reservation for Summer Session Housing. If this form is received in our office a minimum of seven (7) days prior to your scheduled arrival date, you will receive a full refund **less a \$50.00 per person cancellation fee. Cancellations submitted less than seven (7) days prior to your scheduled arrival date will be charged the \$50.00 cancellation fee plus the cost of one week's (seven days) stay in housing.**

If you are changing your Summer Session attendance to a different session, please cancel your current housing reservation with this form and go to housing.virginia.edu/summer-session to submit a new housing registration. The capability to add a new housing reservation is offered subject to availability.

TO SUBMIT THIS FORM TO CONFERENCES@UVA, PLEASE DO ONE OF THE FOLLOWING:

1. FAX THE COMPLETED FORM TO OUR SECURE FAX LINE: 434-924-9641

2. MAIL THE COMPLETED FORM TO:

UVA CONFERENCE SERVICES P.O. BOX 400734, CHARLOTTESVILLE, VA 22904-4734

NAME (FIRST AND LAST) _____

UVA COMPUTING ID _____

CANCEL MY RESERATION.

Please see above for information regarding cancellation deadlines and penalties.

REASON FOR CANCELLATION OF HOUSING:

AMOUNT OF REFUND _____

To be completed by Conferences@UVA staff only

By signing below, I certify that I am altering my reservation as specified above and the information is correct. I also certify that I understand the refund policies.

SIGNATURE _____ DATE _____