



Complete this form if you need to make any changes to your current short-term summer housing reservation, including arrival and departure dates or cancellations. 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.** This policy also applies to requests made after check-in.

PLEASE DO NOT EMAIL THIS FORM IF YOU ARE PROVIDING CREDIT CARD INFORMATION.

In order to be compliant with the payment card security standard and our practice to protect your personally identifiable information, we CANNOT process credit card information received via email. If this form contains credit card information, please return it in **one of two ways:**

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

2. MAIL THE COMPLETED FORM WITH FULL PAYMENT TO:
UVA CONFERENCE SERVICES P.O. BOX 400734, CHARLOTTESVILLE, VA 22904-4734

PARTICIPANT'S NAME _____

PHONE _____ EMAIL _____

CHECK ALL THAT APPLY:

CANCEL MY RESERVATION.

Please see above for information regarding cancellation deadlines and penalties.

REASON FOR CANCELLATION OF HOUSING:	
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CHANGE MY DATES.

Please see above for information regarding date cancellation deadlines and penalties.

	ORIGINAL DATE	NEW DATE
CHECK-IN		
CHECK-OUT		

Please provide credit card information to pay for additional nights added or if you need to be refunded for cancelled dates. See above for information regarding deadlines and penalties.

CARDHOLDER NAME _____ CREDIT CARD NUMBER _____ EXPIRATION _____ CVV _____

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

CARDHOLDER SIGNATURE _____ DATE _____