

# Student Housing & Hospitality Services

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



**UBC FOOD SERVICES**  
An Essential Ingredient

## Request for Transfer of Remaining 16W Basic/Flex Dollars

Please print clearly using BLOCK letters

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

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

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

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

### TERMS AND AGREEMENT

1. All requests for transfers of remaining Basic/Flex Dollars to a UBC Gift Card must be received by **May 8, 2017**. All requests received after May 8, 2017 will be declined and all outstanding balances will be automatically transferred to the following plans:
  - Remaining Basic Dollars will be transferred to a Carryover Plan at no charge
  - Remaining Flex Dollars will be transferred to a UBCcard Plan at no charge
2. Gift Cards will be prepared and must be picked up from the Student Housing & Hospitality Services Main Office, in-person, with photo identification. Gift Cards will not be mailed out for security reasons. Gift Cards will be available for pick up between May 25, 2017 and September 15, 2017. Gift Cards not collected by September 15, 2017 will have their balances forfeited.
3. This transfer to a UBC Gift Card will be completed with a \$25.00 administration fee being applied, which will be deducted from your remaining balance.
4. Meal dollars transferred to a UBC Food Services Gift Card are non-refundable, cannot be redeemed for cash and/or applied as payment to any other UBC Food Services accounts.
5. The value of the gift card will not be replaced if the gift card is lost, stolen or destroyed.
6. 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 Student Housing and Hospitality Services Request for Transfer of Remaining Basic/Flex Dollars Terms and Agreement stated above. I request Food Services Meal Plan Office to transfer my remaining Basic/Flex Dollars to a UBC Food Services Gift Card.**

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

Date \_\_\_\_\_

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