

A large, thick black L-shaped graphic is positioned on the left and bottom right sides of the page, framing the central text.

HOW TO CANCEL MY UTRGV HOUSING APPLICATION

Housing & Residence Life Department

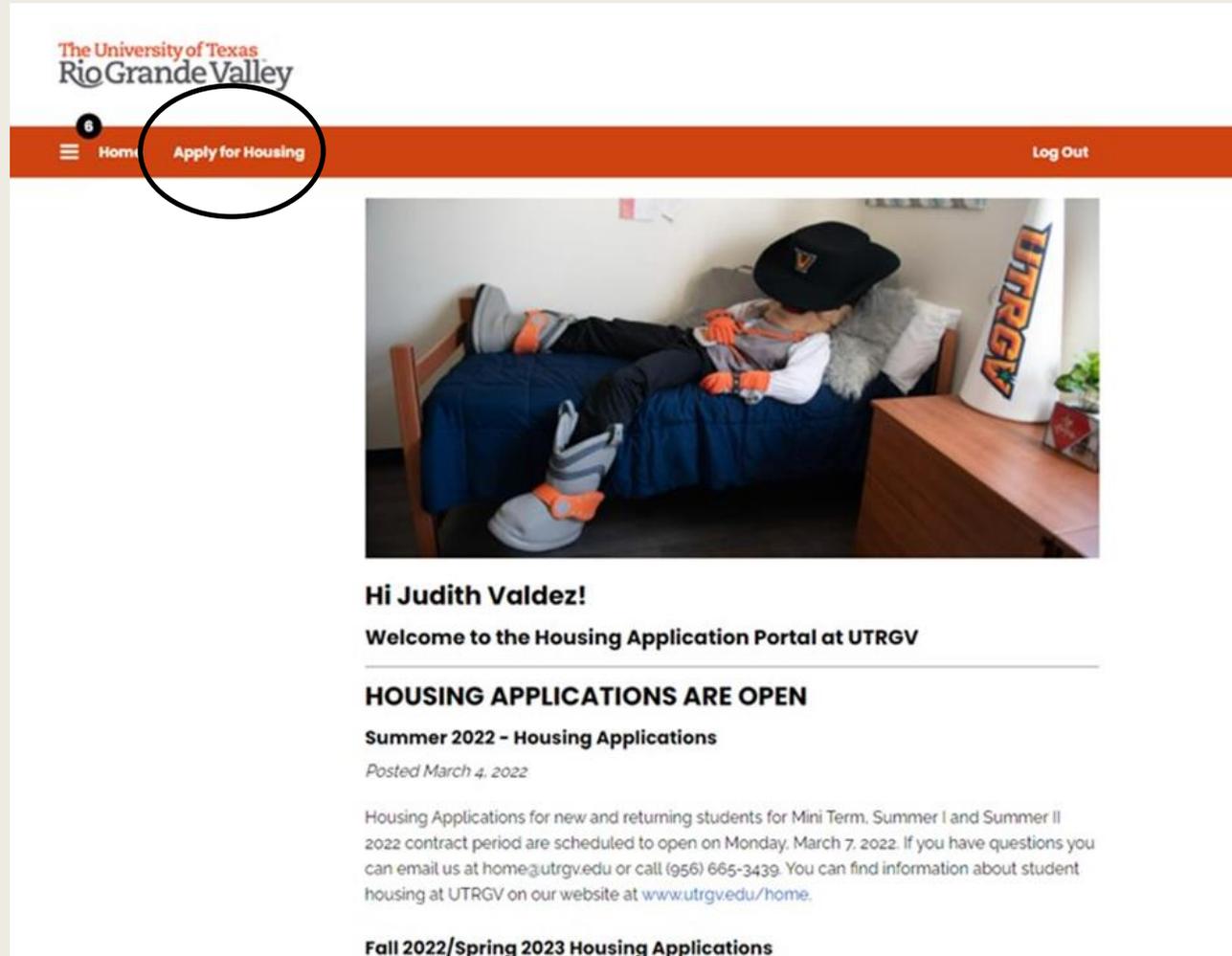
Step 1

- Log into your UTRGV student account.
- Select the Housing Icon.
- This will re-direct you to the Housing Portal.



Step 2

- Once you are in the Housing Portal, select the Application apply for housing.
- This will redirect you to the application page.



The University of Texas
Rio Grande Valley

6 Home Apply for Housing Log Out



Hi Judith Valdez!
Welcome to the Housing Application Portal at UTRGV

HOUSING APPLICATIONS ARE OPEN

Summer 2022 - Housing Applications
Posted March 4, 2022

Housing Applications for new and returning students for Mini Term, Summer I and Summer II 2022 contract period are scheduled to open on Monday, March 7, 2022. If you have questions you can email us at home@utrgv.edu or call (956) 665-3439. You can find information about student housing at UTRGV on our website at www.utrgv.edu/home.

Fall 2022/Spring 2023 Housing Applications

Step 3

- Once you are in the application page select the active application that you want to cancel.
- Remember to click Save & Continue.
- This will redirect you to your active application and will be able to see the cancellation request page.

The screenshot displays a web application interface with a navigation bar at the top containing 'Home', 'Apply for Housing', and 'Log Out'. The main content area lists several housing applications, each with a title, dates, and an 'Apply' button. The 'Summer - Mini Term 2022' application is the focus, with a black circle highlighting its 'Continue' button. The text for this application reads: 'You started your application for Summer - Mini Term 2022 on 4/13/2022, and have signed the contract as of 4/13/2022. Once your application is complete, you will receive an email confirmation with additional information. Your application is complete as of 4/13/2022.' Other applications listed include 'Full Year 2022 - 2023 - 12 Month Contract', 'Test', 'Summer - Summer Session I 2022', and 'Summer - Summer Session II 2022', each with its own 'Apply' button.

Step 4

- Your application should be open, and you will be able to see the steps above.
- Select the Cancel Application hyperlink.
- This will redirect you to the cancellation page.

The University of Texas
Rio Grande Valley

6 Home Apply for Housing Log Out

Application Summary

Cancel Application

Thanks for applying! Your application summary information is below.

UTRGV DEPARTMENT OF HOUSING AND RESIDENCE LIFE

Dear Judith,

Thank you for completing an application for student housing at the University of Texas Rio Grande Valley. This is an automated message confirming that you have submitted and application and completed the application process. Please review this email because it includes important information on your booking summary, pricing, and deadlines.

Booking Summary

Student Name: Judith Valdez

UTRGV Student Identification Number

Email Address: judith.valdezo2@utrgv.edu

Contract Period: Summer - Mini Term 2022

1st Room Preference: CasaBella Single in 4-room Apt (Brownsville,TX) B5

Meal Plan:\$0 Mini Term Only

Payment Option: 2. Installment Plan

Age: 20

- ✓ Spring Only/ Summer
- ✓ Personal Details
- ✓ UTRGV Family Involvement
- ✓ Missing Person Contact
- ✓ Hurricane Disaster Evacuation
- ✓ Roommate Matching Questionnaire
- ✓ Living Learning Communities Interest
- ✓ Felony Charges
- ✓ Summer Room Preferences
- ✓ Brownsville Meal Plans
- ✓ Housing Payment Option
- ✓ Cancellation Information
- ✓ Mini Term/Summer Contract
- Application Summary

Step 4

- Your application should be open, and you will be able to see the steps above.
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UTRGV Student Identification Number

Email Address:|

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- ✓ Cancellation Information
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- Application Summary

Step 5

- Verify that the information on the page is correct.
- Scroll down and read the Housing Cancellation Policy.

The University of Texas
Rio Grande Valley

6
Home Apply for Housing Log Out

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- ✓ Summer Room Preferences
- ✓ Edinburg Meal Plans
- ✓ Housing Payment Option
- ✓ Cancellation Information
- ✓ Spring Only Contract
- Application Summary

Cancellation Confirmation

The housing contract is legally binding for the entire academic year. Incoming students who choose not to attend UTRGV after having submitted a contract should also complete a request to cancel their contract or face fees. All fees are applied even if you do not register for classes at UTRGV.

Once the contract is signed, students have three business days to cancel without penalty. After three business days, restrictions will apply and requests will be reviewed but cannot be guaranteed.

All request may take up to three (3) weeks to process. The length of the review process depends on which reason you are canceling and the volume of previously submitted cancellation requests. Cancellations waivers may be granted in certain circumstances such as graduation, military service, or other extenuating circumstance.

For Fall/Spring contracts, if you only want to cancel your fall reservation and keep your spring booking active, email us at home@utrgv.edu.

Housing Cancellation Steps

All residents must cancel their application online through the housing application portal. Please follow the steps listed in the following PDF document to cancel your application.

Cancel Application

Step 6

- Once you have scrolled down and read the cancellation policy, select the CANCEL APLLIACTION button.
- You will be emailed a confirmation of the cancellation.

UTRGV Cancellation Complete for Housing And Residence Life

UTRGV <home@utrgv.edu>
Wed 4/13/2022 12:15 PM
To: Judith Valdez

the-university-of-texas-rio-gr...
118 KB

Booking Summary

Student Name:
UTRGV Student Identification Number:
Email Address:
Term: Spring 2022
Contract Start Date: 1/16/2022
Contract End Date: 5/12/2022
1st Room Preference: {EntryApplicationID.EntryApplicationRoomPreference[Preference=1].RoomPreferenceID.Description}
Meal Plan:
Payment Option:
Age: 20
Gender: Female

This is a confirmation email and includes a copy of the cancellation details.

The University offers several periods of occupancy. Students who vacate during the period of occupancy as indicated will be responsible for all early termination fee(s) as specified and per diem of use of rooms and would forfeit their deposit.

The housing contract is legally binding for the entire academic year. Incoming students who choose not to attend UTRGV after having submitted a contract should also complete a request to cancel their contract or face fees. All fees are applied even if you do not register for classes at UTRGV.

Once the contract is signed, students have three business days to cancel without penalty. After three business days, restrictions will apply and requests will be reviewed but cannot be guaranteed.

You have successfully cancelled your UTRGV Housing Application!

For more information on the UTRGV Housing Cancellation Policy, click the link below.

<https://www.utrgv.edu/housing/en-us/future-residents/housing-cancellation/index.htm>

Any question or concerns regarding UTRGV Housing, contact us via email at home@utrgv.edu!