

# CHANGE IN SERVICE

Once completed and signed, this form must be returned to the Laundry Services office



US MAIL

University Laundry  
PO BOX 141178  
Dallas, TX 75214

OR



EMAIL

info@universitylaundry.com

OR



FAX

214.800.2885

STUDENT NAME

ACCOUNT ID #

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## CURRENT PLAN ↓

SEMESTER  OR  ANNUAL

**10 LB**    **20 LB**    **30 LB**



CAMPUS CLEANERS ONLY  
(NO BUNDLED SERVICE)

◀ CIRCLE ONE ▶

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REASON FOR CHANGE OF SERVICE \_\_\_\_\_

\_\_\_\_\_

Cancellation: Bundle Service plans may be cancelled for a prorated refund, less any credit card processing fees and an \$20 cancel fee, during the 30 days after the service date (Refund Period.) The service date is defined by: the later of the date of service registration or the first day of class in an academic session. After the refund period a cancelled bundled service plan results in a credit to the students laundry services account and will apply to any Laundry/Dry Cleaning charges incurred after the cancellation date and during the applicable Semester or Year of the cancelled bundled service plan. Any current balance on the account at the time of cancellation will be due in full prior to any refund or credit. The cancellation date will be the date this form (CIS\_1.0) is delivered to the laundry services office. Office hours are Monday through Friday 9am-5pm CST. In the event a bundled service plan is cancelled and then used again by the student, the students bundled service plan will be reactivated and his/her account charged accordingly. Students are responsible for protecting against the unwanted use of their Bundled Service Bag or Laundry/Dry Cleaning Service Bag(s). There is no reason to cancel a Laundry/Dry Cleaning Service Only account. Parents or students need only to prevent the use of the accounts service bag (account) to prevent charges from occurring.

PRINT NAME

SIGN NAME

DATE

