

Meal Plan Policy Summary  
Effective Date: April 27, 2006

**1. Default - MP14**

- a. All students who do not select a plan during the sign up period (room selection) will be assigned and billed for the 14 Meals/Week Plan.
- b. All students who are not yet officially enrolled at the University (New, Transfer and Readmits) will be assigned and billed for the 14 Meals/Week Plan.

**2. Fall Semester**

- a. All students, regardless of class year, can change (increase or decrease) their meal plan through August 1st, adhering to area and class year minimums.
- b. No decreases are allowed after August 1st for any student unless they meet special circumstances and are granted an appeal.
- c. All students, regardless of class year, can increase their meal plan through the 2<sup>nd</sup> Friday after classes begin, adhering to area and class year minimums. Charges will not be pro-rated; extra meals will be added to rollover bucket.

**3. Semester Break**

- a. All students may change their meal plans at semester break (increase or decrease), adhering to area and class year minimums, regardless of whether they change rooms or not.
- b. Change requests must be made in writing by submitting the Spring Room/Dining Membership Change Request Form to RL&H by the first Tuesday after Thanksgiving.
- c. All students pre-billed (i.e., new transfer and readmits), regardless of class year, can change (increase or decrease) their meal plan from the default of MP14 to the plan of their choice through December 19, adhering to area and class year minimums.
- d. Students participating in the 5th Year Accounting Internship Program who are retaining their on campus assignment are given the option of changing their meal plans at semester break (increase or decrease), without regard for area minimums.

**4. Spring Semester**

- a. All students, regardless of class year, can increase their meal plan through the 2<sup>nd</sup> Friday after classes begin, adhering to area and class year minimums. Charges will not be pro-rated; extra meals will be added to rollover bucket.
- b. No decreases are allowed after the Semester Break deadlines stated above for any student unless they meet special circumstances and are granted an appeal.

**5. Refunds for Termination**

- a. Termination of a mealplan can occur due to a students official Withdrawal from the Univeristy or an appeal granted by the Dining Membership Appeals Committee.
- b. Charges will be pro-rated based on weekly usage for each meal plan; adhering to the spreadsheet supplied by ARAMARK.
- c. Approved Release from a Housing Contract does not guarantee approved Release from the Dining Membership Contract.

**6. Administration**

- a. RL&H is the official administrator of the Meal Plan Process. All student plan assignments, changes and charges are managed through RMS and then sent electronically to FAS via the Export Finance Interface.
- b. FAS will notify ARAMARK of plan changes.
- c. All Faculty/Staff Meal Plan purchases are done directly through Aramark.

**7. Change Fee**

- a. There is currently not an administrative charge assessed to students for changes made to meal plan.