



# SPALDING MEAL PLAN CHANGE APPLICATION

Please use this form to change your meal plan allocation of Café Meals and Eagle Dollars. Change requests are subject to approval of the Spalding Dining Services Department and must be completed each semester within 14 days of the start of the semester.

Students who do not submit a meal plan contract with their housing application will automatically be charged the STANDARD Meal plan fee of \$2,300 per semester.

Name (please print): \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

**MEAL PLAN:** The Standard Meal Plan consists of 10 meals per week in the Café (total of 170 meals per semester) and \$500 Eagle Dollars per semester. Unused meal plans are forfeit at the end of the semester. Any unused Eagle Dollars may be carried over from fall to spring. All Eagle Dollars will expire at the end of the Spring Semester.

**REQUIRED:** *The Café is open for: Lunch Monday-Saturday, Dinner Monday-Thursday and Sunday Brunch. The meal plan may only be used to swipe for meals for the person who purchased the plan. Swipes for guests are not allowed.*  
**Eagle Dollars.** Eagle Dollars may be used to purchase food at the Campus Store and “Grab and Go” items from the Café.

	Type	Meal Swipes	Eagle Dollars
<input type="checkbox"/>	Eagle 10	10 meals per week	\$500 Eagle Dollars
<input type="checkbox"/>	Eagle 5	5 meals per week	\$1,150 Eagle Dollars

**Please explain the reasons for reducing the number of meals in the Spalding Cafe:**

**ACCEPTANCE OF AND AGREEMENT TO MEAL PLAN CONTRACT:**

I hereby accept the terms and conditions outlined above and authorize the institution to charge the full cost of the meal plan chosen above to my student account for the academic year outlined above. I understand that I will pay the entire cost of the chosen meal plan regardless of how many times the plan is used or when usage begins or ends each semester. I understand that board plans expire at the end of the semester purchased, unused meal swipes are forfeited.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Spalding ID#

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Campus Dining Contract Terms & Conditions

### 1. Definitions

1. A meal is defined as one visit to the Café during lunch, dinner, and weekend brunches OR one to go meal from the Café. Eagle Dollars are defined as the declining balance debit balance associated with each plan.
2. The standard plan allows for 10 meals per week or 170 meals per semester.
3. The meal plan contract is for one (1) academic year, or two (2) total semesters of dining plan enrollment. Dining charges are assessed on a per-semester basis.

### 2. Meals

1. Meals must be used in the Cafe and must be consumed during the regular lunch, dinner, or brunch dining periods.
2. Unused meals expire at the close of each semester.

### 3. Eagle Dollars

1. Eagle Dollars may be used at the Café or Campus Store for “grab and go” or packaged food items.
2. Eagle Dollars account balances will carry over from fall to spring semester. Unused Eagle Dollars balances as of the last day of spring semester finals will be forfeited.
3. Students may add additional Eagle Dollars in increments of \$100 at any time.

### 4. Required Participation and Cancellation

1. All campus resident students are required to carry a meal plan.
2. Cancellation of the meal plan will only be granted upon withdrawal from the University or upon approved separation from the residence halls.

### 5. Special Dietary Needs

1. Spalding Dining Services shall supply for any medically required special diet when prescribed and approved in writing by a physician. Medical accommodations for meal plans must be submitted and approved by the Director of the Center for Accessibility and Learning Equity. If the cost of the special diet exceeds normal meal cost, the participant shall pay the difference.

### 6. Billing, Meal Plan Adjustments, and Refunds

1. Meal plans are billed by semester and are charged to the Student's tuition account. The length of all contracts is for the entire academic year unless terminated by an approved cancellation.
2. Meal plan adjustments must be requested online within the approved change period.
3. No credit or refunds will be provided for missed meals.
4. For approved cancellations, refunds will follow the housing refund schedule provided herein. Adjustments will be made to the student's tuition account.

### 7. Spalding Identification Card

1. Meal plans are encoded on the student's Spalding Identification Card. The Spalding Identification card is required for all non-cash meal transactions. There will be no exceptions.
2. Spalding Identification cards are non-transferable. Attempts by non-meal plan holding students to use a plan participant's Spalding Identification card may result in University disciplinary action.
3. Students who abuse or inappropriately use their Spalding Identification card may be subject to disciplinary action by the University.
4. A lost Spalding Identification card should be reported immediately to the Campus Store, or after hours to Campus Safety. Replacement cards are \$20.