

POLICY STATEMENT

Subject			Number
Student Meal Plans and Exceptions			705.01 Amended
Date	Dist. Code	Originating Office	By Direction of
August 16, 2005	G	Bursar's Office & Food Dining and Conference Services	VP Vice President for Finance and Administration

To outline University policy on the purchase of meal plans by students residing in University-operated residence halls and by students who are classified as off-campus or commuter students.

1. **SCOPE.** This policy applies to all students who wish to purchase University meal plans. This policy does not address the Millersville Advantage Plan (declining balance plan) which is described in Policy Statement 705.08.
2. **OBJECTIVE.** To maintain the lowest possible room and board rates for students by treating these auxiliary services as a package and by requiring resident students to participate in either a full or reduced meal plan.
 - a. **Meal plans:** Four meal plans with flex dollars are offered: The 19-meal plan covers any 19 meals per week, the 14-meal plan covers any 14 meals per week, and the nine-meal plan covers any nine meals per week, and the five-meal plan covers any five meals per week. Additionally, a Block Meal Plan covering 105 meals per semester, with no flexible dollars, and a \$200.00 Flexible Dollars Only plan are available.
 - b. **Flex dollars:** A prepaid declining balance account that is honored exclusively at Dining and Conference Services' locations and accessed by using the student I.D. card. Flex dollars represent a component of the various meal plans. Unused balances are forfeited at the end of the semester.
3. **PROCEDURES.**
 - a. **Resident Students.**
 - (1) All students residing in University-operated residence halls are required to purchase either the 19-meal board plan or the 14-meal board plan.

- (2) Further, student teachers and cooperative education students residing in University-operated residence halls may request a nine-meal plan rather than a 19-meal or a 14-meal plan.
 - (3) Students who are eligible and wish to reduce their meal plan must make their request by the Wednesday prior to the beginning of the semester.
 - (4) Resident students with medical conditions certified in writing by an attending physician may request an exemption from the meal plan. Such certificates must include a diagnosed condition, treatment and prognosis. If this request is approved by the University physician, a prorated refund will be issued from the date the written request is received by Health Services or the date when the student last used the card for meals, whichever is later.
- b. Off-campus and Commuting Students.
- (1) Off-campus and commuting students may purchase any of the four meal plans offered. Payment in full must be made at the time of purchase in the Bursar's Office.
 - (2) Off-campus and commuting students may reduce or cancel their meal plans by the Wednesday prior to the beginning of the semester. No financial adjustment will be made after this date unless the student officially withdraws from the University.
 - (3) In addition, off-campus and commuting students who do not have a meal plan may purchase individual meals at the transient rate from Dining and Conference Services.
- c. All Students.
- (1) When charging purchases to flex dollar accounts, the flex dollars associated with the base meal plan will be used first. Supplemental flex dollars will be used after the base meal plan flex dollars have been exhausted.
 - (2) When a student officially withdraws from the University prior to the end of the semester refunds of base meal plans and associated flex dollars are subject to the University's refund policy.
 - (3) No refunds are given at the end of the semester for unused balances, or during the semester except as stated in 3 c. (2) above.
 - (4) Flex dollars are non-transferable.

4. RESPONSIBILITIES.

a. All Students.

- (1) Monitor all transactions charged to their meal plan, including the flex dollar component, so they are fully aware of their available balance. Account balances can be checked at the time of each transaction. Upon special request, the University I.D. Office will provide account balance statements to any student.
- (2) Immediately, report lost or stolen cards in person to the University I.D. Office or at any card reading location. The University is not responsible for the use of any lost or stolen cards until the incident is reported. Upon notification, the I.D. Office will deactivate the account, and the student will receive a new card and account number.

b. Bursar's Office.

- (1) Approve and account for all meal plans and flex dollars, and maintain meal plan/flex dollar data to enable the Associate Director of Dining and Conference Services to download meal plan data.
- (2) Charge all students who have reservations in University-operated residence halls for either the 19- or the 14-meal plan, as they have requested, unless the student is eligible for and requests a 9-meal plan.
- (3) Provide Dining and Conference Services with complete information regarding meal plans; flex dollars, and any additions or deletions as necessary.
- (4) Verify a student's eligibility for a reduced meal plan (student teacher or co-op), credit his/her account and code the I.D. account accordingly.

c. University I.D. Office.

- (1) Act as the University's liaison with Dining and Conference Services, maintain the programs on the meal plan system, and issue and take student pictures for their I.D. card.

Approved by:

August 16, 2005

President's Executive Cabinet

Bernice R. Rydell (approved signed original on file)
Vice President for Finance and Administration