



# MONTCLAIR STATE UNIVERSITY

## MEAL PLAN CHANGE/CANCEL FORM

### FALL 2011 – SPRING 2012

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

MSU ID: \_\_\_\_\_

**Identify your current meal plan then select the change you are requesting:**

**Available to any student but required for students living in Bohn, Freeman, Russ, Sinatra, The Heights, and with less than 30 earned MSU earned course credits:**

**Current Meal Plan (check one):**

**Change Meal Plan To (check one):**

- |  |  |
|--|--|
| <input type="checkbox"/> Constant Pass with \$150.00 Flex Dollars \$1,800.00 (8)<br><input type="checkbox"/> Constant Pass with \$300.00 Flex Dollars \$1,950.00 (9) | <input type="checkbox"/> Constant Pass with \$150.00 Flex Dollars \$1,800.00<br><input type="checkbox"/> Constant Pass with \$300.00 Flex Dollars \$1,950.00 |
|--|--|

**Available to any student but required for students living in Bohn, Freeman, Russ, Sinatra, The Heights, with more than 30 MSU earned course credits:**

**Current Meal Plan (check one):**

**Change Meal Plan To (check one):**

- |  |  |
|--|--|
| <input type="checkbox"/> 125 Block with \$250.00 Flex Dollars \$1,800.00 (6)<br><input type="checkbox"/> 165 Block with \$250.00 Flex Dollars \$1,950.00 (7)<br><input type="checkbox"/> Constant Pass with \$150.00 Flex Dollars \$1,800.00 (8)<br><input type="checkbox"/> Constant Pass with \$300.00 Flex Dollars \$1,950.00 (9) | <input type="checkbox"/> 125 Block with \$250.00 Flex Dollars \$1,800.00<br><input type="checkbox"/> 165 Block with \$250.00 Flex Dollars \$1,950.00<br><input type="checkbox"/> Constant Pass with \$150.00 Flex Dollars \$1,800.00<br><input type="checkbox"/> Constant Pass with \$300.00 Flex Dollars \$1,950.00 |
|--|--|

**Available to any student residing in Hawk Crossings, Village Apartments; or to any commuting student:**

**Current Meal Plan (check one):**

**Change Meal Plan To (check one):**

- |  |  |
|--|--|
| <input type="checkbox"/> 25 Block \$ 225.00 (1)<br><input type="checkbox"/> 25 Block with \$250.00 Flex Dollars \$ 475.00 (2)<br><input type="checkbox"/> 50 Block \$ 445.00 (3)<br><input type="checkbox"/> 50 Block with \$250.00 Flex Dollars \$ 695.00 (4)<br><input type="checkbox"/> 50 Block with \$500.00 Flex Dollars \$ 945.00 (5)<br><input type="checkbox"/> 125 Block with \$250.00 Flex Dollars \$1,800.00 (6)<br><input type="checkbox"/> 165 Block with \$250.00 Flex Dollars \$1,950.00 (7)<br><input type="checkbox"/> Constant Pass with \$150.00 Flex Dollars \$1,800.00 (8)<br><input type="checkbox"/> Constant Pass with \$300.00 Flex Dollars \$1,950.00 (9) | <input type="checkbox"/> 25 Block \$ 225.00<br><input type="checkbox"/> 25 Block with \$250.00 Flex Dollars \$ 475.00<br><input type="checkbox"/> 50 Block \$ 445.00<br><input type="checkbox"/> 50 Block with \$250.00 Flex Dollars \$ 695.00<br><input type="checkbox"/> 50 Block with \$500.00 Flex Dollars \$ 945.00<br><input type="checkbox"/> 125 Block with \$250.00 Flex Dollars \$1,800.00<br><input type="checkbox"/> 165 Block with \$250.00 Flex Dollars \$1,950.00<br><input type="checkbox"/> Constant Pass with \$150.00 Flex Dollars \$1,800.00<br><input type="checkbox"/> Constant Pass with \$300.00 Flex Dollars \$1,950.00 |
|--|--|

**Cancel my meal plan**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*By signing, I agree to the Dining Service Agreement on the back of this form. (Parent/guardian if student is under 18 years of age)*

For Office Use:	SIS	BB	RMS
Meals/Flex Used	MP	FLEX	DEBIT/CREDIT

# Student Dining Service Agreement

## Fall 2010 – Spring 2011

The following regulations govern all students' use of the dining halls and constitute an agreement between the University and the Student. **Students (Residential Hall Students) residing in the residence halls (Bohn, Freeman, Russ, Sinatra & The Heights) must select one of the four Residential Meal Plans. Residential Students with less than 30 MSU earned credits have two plans to choose from; and Residential Students with 30 or more MSU earned credits have four meal plans to choose from. Students living at Hawk Crossings, Village Apartments, or Commuter Students may voluntarily choose any meal plan offered.**

### I. TERMS OF AGREEMENT

This agreement in addition to the "Residence Hall License and Dining Agreement" is binding for both the Fall and Spring terms unless it is otherwise cancelled or terminated. Any changes to a meal plan must be submitted in writing to the Meal Plan Office no later than the **SECOND FRIDAY** of each semester to avoid penalties. All meal plan balances expire at the end of each semester and do not carry over. Flex dollar balances of a meal plan carry over from the Fall to the Spring semester meal plan; however balances expire at the end of Spring semester. Cancellation of a meal plan will forfeit any Flex dollar balances carried over from the previous semester. It is not permitted to have Flex dollars without a meal plan. If the Meal Plan Office is not notified of any changes from Fall to Spring, the plan chosen in the Fall semester will **automatically** be assigned in the Spring semester.

### II. FEES AND PAYMENTS

The University reserves the right to adjust the meal fee or plan structure before or during the agreement period by action of its Board of Trustees. Students must log into WESS to check their billing statement. Payment of meal fees should be made in accordance with University deadline dates indicated with the billing statement for each semester. Payments cannot be accepted at the Meal Plan Office and should be made at the Bursar's Office.

### III. TERMINATION AND REFUNDS

A "Residence Hall Student Dining Service Agreement" release is automatically granted when the Office of Residence Life officially terminates the "Residence Hall License and Dining Agreement". The charges for use of the dining services are as follows:

- 1) There are no charges for meal plans provided that the "Residence Hall License and Dining Agreement" is officially terminated by the Office of Residence Life **prior** to the start of the fall or spring semester. The semester begins on the day the residence halls officially open.
- 2) From the first day of a semester the assessed charges shall be the greater of the actual number of meals or funds expended or 1/16 of the semester rate multiplied by the number of weeks up to and including the date of termination. Flex dollar charges will be based on actual use. Refunds will not be made for missed meals.
- 3) Students who involuntarily or voluntarily withdraw from the University or who cancel their meal plan will not be eligible for a prorated refund after the eighth week of classes.

### IV. SERVICE RESTRICTIONS

- A. The University without notice may adjust meal hours and dining service locations.
- B. Trays, dishes, silverware, and food may not be removed from the dining halls. Diners must return their trays, dishes, and utensils to the designated collection areas in the dining halls.
- C. Only Montclair State University ID Cards validated for meal service may be used for entrance to the dining halls. ID cards may not be altered or transferred (used by another student). Card misuse may result in confiscation.
- D. Any problem using your meal card at the dining hall(s), please contact the Meal Plan Office.
- E. Dining service is not provided during recess periods.
- F. By signing this agreement, the student agrees to abide by the University Handbook policies while patronizing any of the dining areas.

### V. CHANGE IN MEAL PLANS

Any student who requests to change a meal plan must submit a "Change of Meal Plan" form to the Meal Plan Office no later than the **SECOND FRIDAY** after each semester begins. Changes may be granted **ONLY** for **exceptional** reasons after this deadline. There is a **\$25 meal plan change fee** imposed for changes and cancellations made after the **SECOND FRIDAY** of each semester.

Montclair State University – Liaison of Dining Services  
One Normal Avenue, Student Center, 1<sup>st</sup> Floor  
Montclair, NJ 07043

(973) 655-3427 FAX

[www.montclair.edu/diningservices](http://www.montclair.edu/diningservices)