

Student Dining Service Agreement

Fall 2011 – Spring 2012

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 who have less than 30 MSU attained credits have two plans to choose from; and Residential Students with 30 or more 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 automatically carry over from the Fall to the Spring semester meal plan; however all 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 Student ID Office.
- E. Dining Hall 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.