



# MEAL PLAN CHANGE/REQUEST FORM

ALL MEAL PLAN CHANGES MUST BE COMPLETED BY MONDAY, OCTOBER 2, 2017

## 1. INDIVIDUAL INFORMATION

Name (Last, First M.): \_\_\_\_\_ University ID #: \_\_\_\_\_  
 Campus/Local Address: \_\_\_\_\_ Room/Apt: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Status:     Undergraduate Student             Graduate Student  
 Residence:         Undergraduate Housing             Off-Campus Housing             Fraternity/Sorority Housing

## 2. MEAL PLAN ACTION

CHANGE OR ADD MEAL PLAN

Resident Meal Plan Options:  
 Open Access     Base 14     Flex Pack 330 (upperclassmen only)

Non-Resident Meal Plan Options:  
 Commuter 50/50 (This plan is not available for students living in university housing. Some exceptions will be made. See box below.)

MEAL PLAN REDUCTION TO FLEX PACK 210

Select Reason:  
 I have a Fraternity/Sorority Meal Plan - Fraternity/Sorority: \_\_\_\_\_  
 I am a resident of one of the following:     Kemper Single with a Kitchen     1856 Orrington Avenue     Seabury Hall  
 I am enrolled in a University-sponsored internship - Program: \_\_\_\_\_  
 (Please provide a letter from your faculty advisor or program sponsor.)

MEAL PLAN CANCELLATION (VERIFICATION OF THESE CIRCUMSTANCES IS REQUIRED BEFORE ANY REQUEST MAY BE APPROVED)

Select Reason:  
 Medical Reason - Please provide documentation of your meeting with the campus Dietitian  
 I live off campus and no longer want a meal plan (meal plan cancellations become effective at the end of the current quarter)  
 I am a resident of a Kemper single with a kitchen  
 I am enrolled in a University-sponsored internship - Program: \_\_\_\_\_  
 (Please provide a letter from your faculty advisor or program sponsor.)

## 3. SIGNATURE

I have read, understand and agree to the terms & policies (see page 2) of the University Food Service Contract. I have read and understand the proper use and associated charges for the meal plan contract action I have selected. **I understand that the board contract is valid for the entire Northwestern University academic year remaining after the signature date on this contract**, excluding University vacations. I understand this form constitutes a request and no changes will occur until approval is given.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### THIS SECTION IS FOR UNIVERSITY FOOD SERVICE DEPARTMENT USE ONLY

	Old Plan	New Plan	CBORD:
Plan			CBORD Date:
# Board			RMS:
# Points			RMS Date:



# MEAL PLAN REQUEST FORM

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## POLICIES

- Execution of the board contract is not a commitment of admission, enrollment, or employment within the university.
- **All students in residential housing are required to carry a board plan. Freshmen are required to remain on the Open access meal plan unless an accommodation or exception has been granted by the committee.**
- By submitting this for you are making a request. All requests are reviewed and you will be notified of the action taken. Students are permitted to make one request per quarter prior to the deadline for changes.
- **Any contract adjustment of charges, resulting from approval of this request, will be prorated from the date that your request is received by University Food Service Department. This may result in additional charges based on use and/or the duration of time in which a meal plan is possessed before a cancellation/change is requested.**
- By using your plan and participating in the dining program, you agree to accept all the terms, conditions, and restrictions of this dining contract and any revisions to it, which may be made at the sole discretion of the University.
- The board contract action you have selected and the subsequent charges or credits will be posted to your university account, within 30 business days, unless otherwise indicated. Please allow 3 business days for changes to the meal plan to become effective in the system.
- **If in a fraternity or sorority: In order for a request to be approved, the requestor's student account must be billed for services by the fraternity/sorority before the "Meal Plan Change/Request Form" is submitted to the Food Service Office.**
- Students may upgrade their meal plan at any time during the academic year. When upgrading your meal plan you will be charged a prorated amount for the portion you have used in the old plan and the new plan will be charged at a prorated rate based on the number of days remaining in the quarter.