

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Meal Plans- Residential Meal Plan Requirement and Exemptions, and Cancellations
FPU Policy Number: FPU-3.0101P
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: December 14, 2015
Date Revised: December 18, 2017
Responsible Division/Department: Business & Auxiliaries Office
Initiating Authority: Mark Mroczkowski, VP & CFO

A. APPLICABILITY/ACCOUNTABILITY: This policy applies to all students who are required to or otherwise elect to purchase a University meal plan.

B. POLICY STATEMENT:

1. **Availability of Meal Plans.** Any University student may purchase a meal plan by choosing a Meal Plan on the student information system and agreeing to the terms and conditions and pay options.
2. **Residential Meal Plan Requirement.** All students with on-campus housing contracts are required to purchase a Residential Meal Plan during each fall and/or spring semester in which the student resides on campus.
3. **Exemption from Residential Meal Plan Based on Exceptional Circumstances.** A student may request an exemption from the Resident Meal Plan Requirement when he/she has an exceptional circumstance that justifies granting the exemption. Requests for this exemption must be submitted in writing to the Business & Auxiliaries Office prior to the first day of their meal plan activation. The Business & Auxiliaries Office will make the determination whether to approve or deny the request.
4. **Exemption from Residential Meal Plan for Medical Reasons.** A student may request an exemption from the Resident Meal Plan Requirement for medical reasons by submitting a request in writing to the Office of Disability Services prior to the first day of their meal plan activation. The Office of Disability Services will make the determination whether to approve or deny the request.
5. **Denial of Request.** Submission of a Meal Plan Exemption request does not guarantee that the request will be approved. If a student's request is denied, the student is obligated to pay for the meal plan in full, and the student is not entitled to receive a credit or refund for any portion of the meal plan that was not used.

6. Cancellation of Meal Plan Participation. The University may allow a meal plan participant to cancel a meal plan only if the participant requesting the cancellation makes a written request for cancellation and can show:

- a. that he/she has a medical condition requiring the cancellation of the meal plan, or
- b. that he/she has withdrawn from the University.

If the cancellation request is approved, the meal plan participant's meal plan will be cancelled, and the student's account will be given a credit in the amount of the remaining value of the meal plan. The Business & Auxiliaries Office or the Office of Disability Services will make the determination whether to approve or deny the request.

C. PROCEDURES: To the extent this policy governs automated business processes, these processes are documented within the University's Enterprise Resource Planning (ERP) system. Any other procedures governed by this policy will reside on the Business & Auxiliaries Office's website.

POLICY APPROVAL	
Policy No.: FPU-3.0101P	
_____	_____
Initiating Authority	Date
_____	_____
Policies & Procedures Review Committee Chair	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date
EXECUTED SIGNATURE PAGES AVAILABE IN THE OFFICE OF THE GENERAL COUNSEL	