

Meal Plan Modification Request

The University is committed to ensuring the academic and personal success of its students. Having a dining facility and meal plans at Florida Poly enhances the quality of campus life and helps to increase student involvement on campus. Any University student may purchase a meal plan by choosing a Meal Plan on CAMS student portal and agreeing to the terms and conditions and pay options. 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. Students can change their meal plan until 5:00pm on the last day of Drop/Add. After the deadline the meal plan on file is set for the remainder of the semester. Each semester students living in a residence hall need to select a meal plan. If a plan is not selected the 14 meals per week plan is the default.

The University, in unique circumstances and in accordance with FPU-3.0101P, may approve a modification to the meal plan. Students requesting a meal plan modification due to extenuating circumstances, religious dietary observance, or other non-disability related reasons must submit this “Meal Plan Modification Request” form to the Auxiliary Enterprises. Requests will be reviewed by a committee comprised of representatives from Dining Services, Office of Disability Services, Auxiliary Enterprises, and other University staff as relevant. The committee decision of the outcome of the request will be provided via email from Auxiliary Enterprises to the student’s Florida Poly email address.

Important information:

- Requests must be submitted before or within the semester in question.
- Submission of a Meal Plan Modification Request does not guarantee 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.
- A student may continue to use their meal plan after submitting a request.
- If a student’s request is approved, modifications are not retroactive. Meal plan charges can be prorated from the date the student submitted their request or the last day the meal plan was used, whichever is later. All charges up to that date are valid.
- Each semester a student must renew their approved meal plan selection when they enter into an agreement for on-campus housing.
- Students with a disability requesting a meal plan accommodation due to their disability do not submit this form and may contact disabilityservices@floridapoly.edu to follow the process outlined in University policy FPU-3.0041AP Student Requests for Disability Services.



The form must be fully completed by the student and submitted to AuxServ@floridapoly.edu.

LAST: _____ FIRST: _____ MI: _____

STUDENT ID: _____ EMAIL: _____@floridapoly.edu

Phone #: _____

I am requesting a meal plan modification for: Fall 20____ Spring 20____

Is this a renewal of a previously approved Meal Plan Modification? Yes No

Meal Plan Modification request based on:

- Religious dietary observance
- Extenuating circumstances
- Other non-disability related reason

Have you met with Dining Services management staff to discuss your request for meal plan modification? (This is not a required. Students can submit this form without previously meeting with Dining Services.)

- No Yes (Date of meeting: _____)

**Student statement explaining what modification to the meal plan you are requesting and why.
(attach additional sheets and documentation as needed)**



Acknowledgments:

By signing below, I acknowledge the following statements.

-I understand I may be asked to submit additional documentation, meet with select University staff as relevant, or answer additional questions from the committee. If I do not attend any of the meetings or respond to the committee, it will result in a delay in the review or denial of the request.

-I understand that the committee may suggest that I try alternative solutions to my requested Meal Plan Modification.

- I understand that if the request is denied, I am obligated to pay for the meal plan in full, and I am not entitled to receive a credit or refund for any portion of the meal plan that was not used.

- I understand that if the request is approved, modifications are not retroactive. Meal plan charges can be prorated from the date I submitted the request form or the last day the meal plan was used, whichever is later. All charges up to that date are valid.

I acknowledge that this request is an official university document and as such, I acknowledge that it is subject to conditions set forth in the Student Code of Conduct (Regulation FPU-3.006) more specifically Section 6 (a) which reads *(6) Misconduct. Any student or student organization found to have committed or to have attempted to commit the following misconduct is subject to Sanctions in accordance with this Student Code of Conduct. (a,ii) Furnishing false information to any University official, faculty member or office.*

Student's Signature: _____ Date: _____