



## **University Dining Services Dining Meal Plan Contract Terms of Agreement**

- A. Single freshmen living in residential life are required to contract according to the Board of Regents policy for a minimum meal plan as specified on the UDS web site. Meal plans are contracted for the full academic school year\*(asterisk denotes important dates below). The smallest meal plan allowed for a freshman will be assigned if no plan preference is requested. Information on meal plans can be found at the website [dining.okstate.edu](http://dining.okstate.edu)
- B. The contract dining plan is annual agreement for the full academic year of the fall and spring semester\*(asterisk denotes important dates below).
- C. Effective June 2009, meal plans are **NOT** terminated at residential life contract termination unless prior arrangements are made in writing with University Dining Services. If you cancel your meal plan on or after the first day of class, you will be credited a prorated amount of your semester meal plan charge or the remaining balance, whichever is smaller. In addition, you will be charged a \$150 buyout fee for contract termination. All contract cancellations and approvals must be made through the 212 Student Union office on Monday through Friday 8am-12noon and 1pm-5pm or by contacting 405-744-4920.
- D. If a student living with residential life withdraws from the university, the meal plan is terminated. You will be credited a prorated amount of your semester meal plan charge or remaining balance, whichever is smaller. The prorated amount is based on your last day in the residential hall.
- E. A student is allowed to change, but not cancel, his/her contracted meal plan once within the first week of classes for the semester following the listed date requirements below. All other qualified meal plan changes are prorated and will incur a \$40 fee for the change. All qualified contract terminations are charged \$150 buyout fee plus any proration fee.
- F. Meal plans are not transferable. Meal plan holders may not loan their cards to others and misuse will result in forfeiture. The dining manager will confiscate and turn in the card to ID services located at 432 Student Union.
- G. Dining dollars remaining in the fall semester will be rolled over to the spring semester following the meal plan guidelines listed at [dining.okstate.edu](http://dining.okstate.edu) website. Dining dollars do roll from spring semester to the following fall semester as long as the student purchases a contracted meal plan. If they change from a contracted meal plan to a G plan there is no carryover.

- H. There are no dining service options available over the December holiday recess when the campus is closed.
- I. Additional dining dollars can be added by cash, credit card, check or bursar charge through the 212 Student Union office on Monday through Friday 8am-12noon and 1pm-5pm or by contacting 405-744-4920 for instructions.
- J. University Dining Services is not responsible for lost or stolen cards or any meal plan reductions made between the time the card is lost and the time it is reported lost or stolen to the campus police office.
- K. Student must authorize University Dining Services to release meal plan information to another individual by completing the appropriate dining form located at the website [dining.okstate.edu](http://dining.okstate.edu).

### **Rates and Payments**

- A. Dining meal plan charges are billed to the bursar at 50%, 25%, 25% payment schedule. Students can work with the bursar for payment option plans. All bursar department policies and procedures are found at the website [bursar.okstate.edu](http://bursar.okstate.edu).
- B. Any late payment is subject to bursar department policies and procedures. An enrollment and/or charging hold may be placed on your official University record if your account remains delinquent.
- C. University dining rates are subject to change at the direction of the Board of Regents.

### **\*IMPORTANT DATES FOR MEAL PLAN CONTRACTS**

#### **2009-2010**

- Meal plan academic year is August 13, 2009 through May 7, 2010.
- Meal plan changes to contract without penalty for fall semester due by August 21, 2009.
- Meal plan changes to contract without penalty for spring semester due by January 15, 2010.
- Meal plan contract changes without penalty for summer semester due by June 11, 2010.