



**SPRING 2010 MEAL PLAN APPLICATION**

*By submitting this contract, you are agreeing to participate in the meal plan program for Spring 2010 and are financially responsible for the semester*

X

**Today's Date** **Last Name (print clearly)** **First Name (print clearly)**

X

**9 Digit CSUN Student ID Number** **Student's Cell Phone Number** **Student's BEST Email Address**

Kitchen Unit  Non-Kitchen Unit  Housing Wait List  Off-Campus (ask us first)

*Where will you live this semester while attending CSUN (check one of the boxes above the line)*

X

**Permanent home mailing address** **Street/PO Box** **City** **State** **Zip Code**

- |  |  |
|--|--|
| <input type="checkbox"/> 10 Meal Flex 600 [Installments] – Remit \$387.00    | <input type="checkbox"/> 10 Meal Flex 600 [Full Payment] – Remit \$1,497.50    |
| <input type="checkbox"/> 12 Meal Flex 400 [Installments] – Remit \$387.00    | <input type="checkbox"/> 12 Meal Flex 400 [Full Payment] – Remit \$1,497.50    |
| <input type="checkbox"/> 14 Meal Flex 200 [Installments] – Remit \$387.00    | <input type="checkbox"/> 14 Meal Flex 200 [Full Payment] – Remit \$1,497.50    |
| <input type="checkbox"/> 7 Meal Kitchen Plus [Installments] – Remit \$337.00 | <input type="checkbox"/> 7 Meal Kitchen Plus [Full Payment] – Remit \$1,297.50 |

*Pick one of the above payment options. Cash, Check, Money Order, and Visa/MasterCard are accepted Plan details can be found on the next page*

- This contract is for the Spring 2010 semester. By signing this contract, you have agreed to participate in the meal plan program for the semester and are financially liable unless you leave CSUN or Housing in which case you must cancel your meal plan by submitting the proper paperwork to The Meal Plan Office
- Mail all 4 pages of the application to The Meal Plan Office
- Payment is due with this application. This application will be returned to you unprocessed if payment is not received
- Please make sure you have been accepted into on-campus housing before submitting this application. If you are on the waitlist, purchasing a meal plan will not move you up on the list
- Please make sure you read the Terms and Conditions on the following 2 pages. Your signature on this contract verifies that you have read and understand them
- If you are placed in a no-kitchen unit, choose the 10, 12 or 14 meal plan. You are not eligible for the 7 Meal Kitchen Plus Plan
- Please make checks and money orders payable to The University Corporation. There is a \$25 fee for any returned check
- If you decide not to attend CSUN or withdraw for any reason, you must cancel your meal plan in The Meal Plan Office. No adjustments or refunds can be processed until the proper cancellation paperwork is received by The Meal Plan Office from the student. PLEASE DO NOT PUT A STOP PAYMENT ON YOUR CHECK OR REVERSE THE CREDIT CARD CHARGE. PLEASE CONTACT US FOR ASSISTANCE IF YOU NEED TO CANCEL BEFORE THE SEMESTER STARTS
- Details about each meal plan can be found on the next page

**Fill this part out if paying with Visa or MasterCard (We do not accept Discover or American Express)**

**Visa/MasterCard Number** **Expiration Date** **3 Digit Security Code**

X

**Cardholder's Name** **Street/PO Box** **City** **State** **Zip Code**

X

**Cardholder's Phone Number** **Cardholder's Signature**

**Fill this part out if paying by Check or Money Order:**

**Check or Money Order Number:** **Amount of Check or Money Order: \$**

## 2009-2010 MEAL PLAN CONTRACT TERMS AND CONDITIONS

Please read the following information carefully and sign at the bottom of page 3. You will be held accountable for the information below, so it is in your best interest to read through everything here before submitting the application. By signing this contract, you verify that you have read and understood all policies and procedures relating to having a meal plan. **Pages 1-4 must be submitted to The Meal Plan Office and constitute the meal plan contract.**

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10 Meal Flex 600 Monthly Payments (10 meal swipes a week + 300 Dining Dollars a semester) – Total of Installments = \$1,547.00 – **(\$387.00 Down)**  
10 Meal Flex 600 One Payment (10 meal swipes a week + 300 Dining Dollars a semester) – One payment of \$1,497.50 – **Price with \$49.50 Off**  
12 Meal Flex 400 Monthly Payments (12 meal swipes a week + 200 Dining Dollars a semester) – Total of Installments = \$1,547.00 – **(\$387.00 Down)**  
12 Meal Flex 400 One Payment (12 meal swipes a week + 200 Dining Dollars a semester) – One payment of \$1,497.50 – **Price with \$49.50 Off**  
14 Meal Flex 200 Monthly Payments (14 meal swipes a week + 100 Dining Dollars a semester) – Total of Installments = \$1,547.00 – **(\$387.00 Down)**  
14 Meal Flex 200 One Payment (14 meal swipes a week + 100 Dining Dollars a semester) – One payment of \$1,497.50 – **Price with \$49.50 Off**  
7 Meal Kitchen Plus Monthly Payments (7 meal swipes a week + 300 Dining Dollars a semester) – Total of Installments = \$1,347.00 **(\$337.00 Down)**  
7 Meal Kitchen Plus One Payment (7 meal swipes a week + 300 Dining Dollars a semester) – One payment of \$1,297.50 – **Price with \$49.50 Off**

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1. **Contract Term:** By signing this contract, you are agreeing to participate in the meal plan program for the Spring 2010 semester and will be held financially responsible. If you leave CSUN before Spring 2010 begins, you must let The Meal Plan Office know by submitting the Meal Plan Cancellation form. You should come to The Meal Plan Office immediately after you have been to the Housing Office to cancel your housing.
2. **Cancelling before** the semester begins: You will need to cancel your meal plan with the **Meal Plan Office** if you do not attend CSUN. Complete and submit a Meal Plan Cancellation Request form to the Meal Plan Office. Forms are available online and in our office.
3. **Cancelling after** the semester begins: You may cancel your meal plan if you are no longer attending CSUN or you cancel your housing contract and move to an off-campus location. Complete and submit a Meal Plan Cancellation Request form to The Meal Plan Office. We must be able to verify that you have withdrawn from CSUN or moved off campus. You will be charged a \$60.00 cancellation fee and an amount for each week spent on the meal plan regardless of card usage (if your request is approved). Requests for cancellation based on undocumented financial hardship, not using the plan, having a kitchen and deciding to cook or moving from a non-kitchen to a kitchen unit will not be approved.
4. Not using your meal plan card is not the same as a cancellation. You are still responsible for the payments whether you use your card or not.
5. Payments are due on the first of the month according to the payment schedule and if you miss a monthly payment, it may result in your meal plan privileges being suspended. You will then have to bring your account current at Cash Services in order to have the suspension lifted. If your payment has not posted by the 10<sup>th</sup> of the month, your portal account will be charged a \$15.00 late fee for every payment that is missed.
6. If you choose to pay for the meal plan in monthly installments to your Portal or if you are anticipating financial aid, the first monthly payment is due and payable to The University Corporation at the time you submit the application to hold a meal plan for you. Financial Aid cannot be used to pay it. The University applies your aid first to tuition, second to housing and third to meal plan. If your financial aid is not posted by that date, you will be responsible for paying the payments as they come due each month. If your financial aid does not cover all of the meal plan costs, you will be held responsible for paying the monthly payments as they come due. Failure to do so will result in your meal plan privileges being suspended, late fees being assessed and a financial hold being placed on your account preventing you from registering for classes, getting transcripts, graduating, etc.
7. If your check is returned by the bank for any reason or your credit card charge does not go through, you must submit a new form of payment to The University Corporation within 5 business days along with a \$25.00 returned payment fee. Acceptable forms of payment are money order, cash or Visa/MasterCard. Failure to replace the payment will result in your meal plan privileges being suspended and all charges being posted to your portal account. If you wish to cancel the meal plan immediately after submitting an application because you decide not to attend CSUN or accept on-campus housing, please do not put a stop payment on your check or reverse your credit card payment. Please call The Meal Plan Office and submit our cancellation form as soon as possible to prevent charges from being posted to your portal account.
8. Email is the Meal Plan Office's primary method of communication with you so please give us the email address that you check the most. If someone else is making your monthly payments, please provide their email address on the Release of Information form that is part of the meal plan application. We send a payment reminder a week before a payment is due in order to help you avoid late fees. Occasionally we call you, especially if we find your lost card or you leave your wallet at one of our dining locations, so please include your cell phone number on the meal plan application if you have one.
9. The number of Dining Dollars is set when you submit the meal plan application to the Meal Plan Office in accordance with the plan you have chosen. In other words, if you are paying monthly, you understand that you are on an installment payment plan and not adding money to your card. The entire allotment will be loaded on your card at the beginning of the Spring Semester.
10. Dining Dollars cannot be purchased separately, but additional may be purchased with your current plan. Dining Dollars may be used at all on-campus dining locations except Subway.
11. Dining Dollars do not transfer or roll over from one academic year to the next. They must be spent by the last day of your meal plan contract which is the last day of the Spring Semester. Unused Dining Dollars will be forfeited and they cannot be transferred or refunded.
12. Dining Dollars are a cash value (dollar for dollar) added to your meal plan card that can be used at any food service location (except Subway). Dining Dollars can be used for on-campus meals, snacks and drinks or to purchase additional dining hall meals whenever your meal swipes are used up for the week. If all meal swipes are used up for the week, you may continue to dine at Geronimo's using your Dining Dollars at the reduced rate of \$6.00 per meal.
13. The purpose of Dining Dollars is to supplement your 7, 10, 12 or 14 meal swipes at the Dining Hall (Geronimo's).

14. More Dining Dollars can be purchased at anytime during the semester with cash, money order, Visa/MasterCard or cashier's check (payable to The University Corporation) as long as your account is in good standing (all payments must be current). Your parent or guardian can also call the Meal Plan Office and give their credit card information over the phone. There is no extra charge to do this and we do not take personal checks. Financial aid cannot be used nor can you charge the extra Dining Dollars to your portal account. Forms to do this are available in the Meal Plan Office and on the Meal Plan website. This option is only available for students who need to increase the number of Dining Dollars on their card. It does not apply to making the monthly installment payments on your Portal Account. Adding Dining Dollars will increase the cost of the meal plan.
15. 7, 10, 12 or 14 meals per week must be eaten at Geronimo's, the campus dining hall located in the Satellite Student Union by Housing in accordance with the meal plan you have chosen. These meals are not transferable and do not roll over from week to week which means uneaten meals will be lost. Meal swipes cannot be converted to Dining Dollars.
16. The 7, 10, 12 or 14 meal swipes cannot be used to feed guests. However, your Dining Dollars can be used for this purpose if you have enough available and will be charged retail price. Our primary obligation is to feed the meal plan student with the meal swipes and not their guests.
17. By signing this contract you agree to abide by the Dining Hall Etiquette policy to respect the rights of those around you by not being loud or abusive, not cutting in line, refraining from horseplay and running inside Geronimo's, not taking food outside Geronimo's, not being wasteful, busing your own table and reporting spills to management.
18. If you select or are placed in a housing unit without a kitchen, you are required to purchase a 10, 12 or 14 meal plan from the Meal Plan Office. If you later move to a kitchen unit, you may change to the 7 Meal Kitchen Plus Plan or keep the plan you already have but you cannot cancel.
19. If you do not want or cannot afford a meal plan, you should not accept assignment to a no-kitchen housing unit as there are no exceptions to this requirement. You should contact the Housing Office to see about changing your building assignment **BEFORE** the semester starts.
20. The 7 Meal Kitchen Plus Meal Plan is only available to students living in on-campus kitchen units or off-campus. Students living in no-kitchen units are not eligible for this meal plan.
21. Students living in kitchen units are welcome to purchase a meal plan. However, they cannot later cancel the meal plan unless they move out of on-campus housing to an off-campus location.
22. Your application will not be processed if any information on the application is missing. The Meal Plan Office will mail your application back with the missing areas highlighted and you can resubmit after supplying the missing information. Please read your application over carefully before submitting it.
23. Your application will not be processed without either the first payment on the payment schedule or the full payment. The Meal Plan Office will mail your application back and you can resubmit it with the appropriate payment.
24. Due to limited hours of operation during the Spring breaks, the 7, 10, 12 and 14 meal swipes are not available during these times. However, your Dining Dollars will be active during these periods so you can eat at any of the on campus eateries that are open during these breaks with the exception of Subway. The cost of your meal plan does not include meal swipes during the Spring breaks. In other words, we have not charged you for the 7, 10, 12 or 14 meals a week during these periods. You can still dine at the dining hall during the Spring breaks using your Dining Dollars if they are open. You will be charged a reduced rate of \$6.00 per meal which will still be all you care to eat at one sitting.
25. Changes to a lower meal swipe/higher Dining Dollars plan are accepted during the first week of each semester only. Students living in no-kitchen units are not eligible to apply for or change to the 7 Meal Kitchen Plus Plan unless they move to a kitchen unit after purchasing one of the other available meal plans.
26. We will do our best to accommodate special or restrictive diets, however, there is no guarantee that we will be able to satisfy all dietary requirements. Please contact us to further evaluate your specific requirements **BEFORE** applying for a meal plan. If you have strict dietary requirements which require you to purchase special food and/or prepare it yourself, you should refrain from purchasing a meal plan and/or accepting assignment to a no-kitchen housing unit.
27. If you lose your meal plan card, you must contact the Meal Plan Office right away so that your card can be deactivated to prevent unauthorized use. The Meal Plan Office is not responsible for unauthorized use if you do not notify us that your card has been lost or stolen. We will issue you a new card with a new number and charge a \$5.00 lost card fee to the Dining Dollars portion of your meal card. If you do not have enough Dining Dollars, you can submit the fee with your request. Personal checks are not accepted for this transaction. You must present your CSUN ID or other picture ID in order to be issued a new card.
28. Problems with your meal plan card should be directed to the Meal Plan Office either in person, via email or phone.
29. All decisions regarding the Meal Plan Program shall be made by the Meal Plan Office. All questions, problems and requests should be directed to the Meal Plan Office at (818) 677-2655 or [mealplan@csun.edu](mailto:mealplan@csun.edu). Additional information can be found at [www.csun.edu/tuc/residential.htm](http://www.csun.edu/tuc/residential.htm).

Comments and suggestions regarding the meal plan should be directed in writing via email to [mealplan@csun.edu](mailto:mealplan@csun.edu).

I verify that I have read and understand all of the information contained in the Meal Plan Contract Terms and Conditions as outlined above. I agree to abide by the terms and conditions in all of the preceding pages.

X

Signature of Student

X

Signature of Parent if Student is under age 18



The University Corporation

# Meal Plan Office

18111 Nordhoff Street, Northridge, CA 91330-8309 PH: 818-677-2655

## Student Authorization to Release Information

By signing below and supplying confidential information as an identifier, I authorize The University Corporation Meal Plan Office to release information from my University records to the following person(s):

### Release Information to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

What is the purpose of this disclosure? Meal Plan Information only

### Student Information:

Name: \_\_\_\_\_ CSUN ID \_\_\_\_\_

Month and Day of Birth: \_\_\_\_\_

This authorization applies to all parental information regarding:

### Meal Plan

Email Address of Parent \_\_\_\_\_ Phone Number \_\_\_\_\_

**Please provide a parental email address so we can notify you when a payment is due if you are on the installment plan. The University does not mail statements or notices of payments due. The email is sent out about 7-10 days before the first of the month to give you plenty of time to mail the payment in and avoid the \$15.00 late fee. Please print the email address clearly. Make sure we can distinguish between upper and lower case, see numbers, hyphens, spaces, underlines and dots clearly.**

This authorization is in effect until I request, in writing, that it be rescinded or until the end of the academic year during which it was issued, whichever comes first.

In the event information is released in error, the undersigned agrees to hold The University Corporation harmless for damages.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit all 4 pages of the Meal Plan Application to:**

**The University Corporation  
Meal Plan Office  
18111 Nordhoff Street  
Northridge, CA 91330-8309**

**PLEASE USE THIS EXACT MAILING ADDRESS INCLUDING THE DEPARTMENT CODE AFTER THE ZIP CODE  
THIS ADDRESS IS FOR THE MEAL PLAN OFFICE ONLY  
PLEASE DO NOT MAIL ANYTHING OTHER THAN MEAL PLAN RELATED PAPERWORK TO THIS ADDRESS**