

IMPORTANT HIGHLIGHTS OF THE MID-YEAR MEAL PLAN TERMS AND CONDITIONS
PLEASE READ CAREFULLY BEFORE YOU SUBMIT AN APPLICATION
You are responsible for knowing and abiding by the meal plan terms and conditions

- **CONTRACT TERM:** A mid-year contract covers the spring semester only
- **WHAT CONSTITUTES A MEAL PLAN:** The Standard 14 Plan gives you 8 meals a week at Geronimo's and 700 dining dollars to use at all on-campus eateries except Subway. The Premium 19 Plan gives you 8 meals a week at Geronimo's and 900 dining dollars to use at all on-campus eateries except Subway.
- **LATE MID-YEAR SIGN-UP:** Charges will be pro-rated.
- **CANCELLATION POLICY: Acceptable reasons for cancellation are:**
 - You decide not to attend CSUN before the semester begins
 - You withdraw from CSUN during the semester
 - You move out of student housing to an off-campus location
 - ◆ If you fall into one of the above categories, you can submit a meal plan cancellation form, your meal plan card and proof of withdrawal. Until this paperwork is received, no cancellation will be initiated which means no refund or adjustment to your account will be processed. **YOU MUST COME TO THE MEAL PLAN OFFICE TO CANCEL YOUR MEAL PLAN.**
- **Unacceptable reasons for cancellation are:**
 - Undocumented financial hardship
 - Not using the meal plan
 - Having a kitchen and deciding to cook
 - Moving from a non-kitchen unit to a kitchen unit
- All sign-up payments made to The University Corporation will NOT appear on your portal account. This includes payments in full and the first payment that is due with the application.
- | | |
|--|---|
| <u>Payment Schedule for the Standard 14 Meal Plan:</u> <ul style="list-style-type: none">◦ 1st payment due with application - \$343.75◦ Due March 1, 2009 - \$343.75◦ Due April 1, 2009 - \$343.75◦ Due May 1, 2009 - \$343.75◦ Payments Total - \$1,375.00 | <u>Payment Schedule for the Premium 19 Meal Plan:</u> <ul style="list-style-type: none">◦ 1st payment due with application - \$384.36◦ Due March 1, 2009 - \$384.38◦ Due April 1, 2009 - \$384.38◦ Due May 1, 2009 - \$384.38◦ Payments Total - \$1,537.50 |
|--|---|

 - Please see the application for the amount if paying the semester in full with your application.
- **MONTHLY INSTALLMENT PLAN:** All charges except the first one will be posted to your portal account soon after you submit the meal plan application. Payments are due on the 1st of the month. Past due payments will be assessed a \$15.00 late fee.
- **PAYMENT IS DUE WITH THE APPLICATION. APPLICATIONS RECEIVED WITHOUT PAYMENT WILL BE RETURNED UNPROCESSED**
- **FINANCIAL AID:** If you choose to pay in monthly installments to your portal account, the first monthly payment is due and payable to The University Corporation at the time you submit the application. Financial Aid cannot be used to pay it. Subsequent charges will be posted to your portal account and if you have enough financial aid, they will be paid when your financial aid is disbursed. Stafford Loans, PLUS Loans and outside scholarships take longer to disburse and can be held up by the lender. Therefore, you should contact the Financial Aid Office to see when your funds will be available. In order to avoid late fees and interruption of meal plan services, you should make the monthly payments until financial aid is disbursed.
- **LIVING ON CAMPUS:** If you select or are placed in an on-campus housing unit without a kitchen, you are required to purchase a meal plan. If you later move to a kitchen unit, you must keep the meal plan. **If you do not want or cannot afford a meal plan, you should not accept assignment to a housing unit without kitchen facilities as there are no exceptions to this requirement. Housing will not give you keys or allow you to move in if this requirement is not met. You should contact the Housing Office to see about changing your building assignment BEFORE the semester begins.**
- **HOW WE CONTACT YOU:** Our primary method of communication with you is via your @csun.edu email address. We also need your phone number in case we find your lost card or wallet. If you are on the installment plan, we need the email address of the person who will be making the monthly payments because we send out a courtesy reminder before a payment is due to help you avoid late fees.
- **HOW YOU CONTACT US:** Call, come in or email us if you have questions, need to add money to your card, lose your card, have a problem with your card, have questions about payment or anything else regarding meal plan.
 - **Email:** mealplan@csun.edu
 - **Phone:** 818-677-2655
 - **In Person:** We are located on the third floor of the Sierra Center inside The University Corporation
 - **Website:** www.csun.edu/tuc/residential.htm
- **Mail Meal Plan Application with Payment to:**
The University Corporation
18111 Nordhoff Street
Northridge, CA 91330-8309
- **This is an installment payment plan, not adding money to your card**

PLEASE KEEP THIS PAGE FOR YOUR INFORMATION



The University Corporation

2009 MID-YEAR MEAL PLAN APPLICATION

X

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

X

CSUN Student ID Number	Student's Cell Phone Number	Student's CSUN Email Address Only
------------------------	-----------------------------	-----------------------------------

@csun.edu

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

Where will you live this semester while attending CSUN (check one)

Do you wish to have a meal plan if you do not get into on-campus housing? Yes No

Please do not submit an application if you are on the waiting list for housing. Doing so will NOT move you up on the waiting list.

X

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

Standard 14 Meal Plan (8 meals plus 700 Dining Dollars) Premium 19 Meal Plan (8 meals with 900 Dining Dollars)

Which meal plan do you want? (check one) *You may downgrade only during the first 2 weeks of the semester*

Standard 14 Plan payment in full - \$1,325.00 **due with application** (this price is \$50 less than the installment price)

Standard 14 Plan installments – First payment of \$343.75 **due with application** (payments will total \$1,375.00)

Premium 19 Plan payment in full - \$1,487.50 **due with application** (this price is \$50 less than the installment price)

Premium 19 Plan installments – First payment of \$384.36 **due with application** (payments will total \$1,537.50)

Pick one of the above payment options. Cash, Check, Money Order, and Visa/MasterCard are accepted

Please provide the following if paying with Visa or MasterCard: (We do not accept Discover or American Express)

X

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
---------------------------	------------------------

Please read if you are paying by Check or Money Order:

Please make your check payable to **The University Corporation**. If a check is returned unpaid by the bank, there will be a \$10.00 Returned Check charge added on to the amount of the replacement Cashier's Check or Visa/MasterCard payment. Your meal plan privileges will also be suspended until the payment is replaced and the fee is paid.

X

Check or Money Order Number	Amount of Check or Money Order
-----------------------------	--------------------------------

Please Read:

- A mid-year contract covers the spring semester only
- Mail pages 2, 3, 4 and 5 to The Meal Plan Office. Keep Page 1 for yourself.
- The Standard 14 Plan gives you 8 meals per week at Geronimo's plus 700 Dining Dollars
- The Premium 19 Plan gives you 8 meals per week at Geronimo's plus 900 Dining Dollars
- Payment is due with this application. There are no exceptions and this application will be returned to you if payment is not received with the application.
- Make sure you have been accepted into on-campus housing before submitting this application.

PLEASE CONTINUE ON TO THE NEXT PAGE TO READ AND SIGN THE CONTRACT TERMS AND CONDITIONS



2009 MID-YEAR MEAL PLAN CONTRACT TERMS AND CONDITIONS

Please read the following information carefully and sign at the bottom. **Pages 2, 3, 4 and 5 of the Meal Plan Application must be submitted to The Meal Plan Office. You keep page 1.** The information here is all very important and relates to the Meal Plan Application and policies. 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. Please read the meal plan contract and understand that you are responsible for everything in it, including the cancellation policy and your payment obligations. It is a good idea to let a parent or guardian read it as well.

1. **Contract Term:** All mid-year meal plan contracts run from the beginning of the spring semester through the end of the spring semester. If you sign up after the start of the spring semester, your charges will be pro-rated.
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 and a copy of the approved withdrawal request from Admissions & Records (if you are withdrawing mid-semester). You must also return your meal plan card or be assessed a \$5.00 lost card fee. You will be charged a \$60.00 cancellation fee and an amount for each week spent on the meal plan regardless of card usage (only if your request is approved). Approved requests for cancellation can take up to 6 weeks to process. **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. You must understand the payment schedule and that if you miss a monthly payment, it may result in your meal plan card being deactivated. You will then have to bring your account current at Cash Services in order to have your meal plan card reactivated. Having your card deactivated is not the same as having the meal plan cancelled. Your account will be charged a \$15.00 late fee for every payment that is missed. All installments after the first payment will be paid through Cash Services and not The Meal Plan Office.
5. The number of Dining Dollars you have on your card is set when you submit the meal plan application to the Meal Plan Office at either 700 or 900 for the spring semester. In other words, if you are paying monthly installments, you understand that you are on an installment payment plan and not adding money to your card when you make a monthly payment.
6. You should understand how much financial aid or financial resources you must have in order to pay for each semester at CSUN if you are living in Student Housing and purchasing a meal plan. Meal plans are not cancelled for undocumented financial hardship. For each semester, add up tuition, housing, meal plan, books and miscellaneous costs to see how much you need.
7. 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.
8. **If you choose to pay for the meal plan in monthly installments to your Portal, the first monthly payment is due and payable to The University Corporation at the time you submit an application. Financial Aid cannot be used to pay it. Subsequent monthly charges will be posted to your Portal and if you have enough financial aid to cover them, they will be paid when your financial aid is disbursed. This only applies to grants and Stafford loans. Loans will not be disbursed until the Lender receives a Promissory Note from you. PLUS loans and outside scholarships take longer to disburse and are disbursed differently (contact the Financial Aid Office at 818-677-4085 for more information). In order to avoid late fees, you should make the monthly payments until financial aid is disbursed.**
9. If you select or are placed in an on-campus housing unit without a kitchen, you are required to purchase a meal plan from the Meal Plan Office. If you later move to a kitchen unit, you must retain your meal plan.
10. **If you do not want or cannot afford a meal plan, you should not accept assignment to a housing unit without kitchen facilities 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.**
11. 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. The Meal Plan Office 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.
12. Problems with your meal plan card should be directed to the Meal Plan Office either in person, via email or phone.

13. Email is the Meal Plan Office's primary method of communication with you. **Your @csun.edu email address is the only address we will use so please make sure you check it on a regular basis or have the email forwarded to another address.** You can do this through the myNorthridge portal. If you would like us to cc a parent or guardian, you should provide their email address on the Release of Information form that is part of the meal plan application. You should consider doing this if someone else is making your meal plan payments. We send a reminder email 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.
14. Both meal plans consist of eight meals per week at Geronimo's **AND** dining dollars. Eight meals per week must be eaten at Geronimo's, the campus dining hall located in the Satellite Student Union by Housing. These meals are not transferable and do not roll over from week to week which means uneaten meals will be lost. Dining Hall meals cannot be converted to Dining Dollars. Between the 8 meals per week at Geronimo's and the dining dollars, a meal plan will give you either 14 or 19 meals per week depending on the plan you choose.
15. Due to limited hours of operation during Spring Break, the eight meals option is not available during this time. However, your Dining Dollars will be active and you can eat at any of the on campus eateries that are open during Spring Break with the exception of Subway. The cost of your meal plan does not include eight dining hall meals during Spring Break. In other words, we have not charged you for the eight meals a week during this period. You can still dine at the dining hall during Spring Break using your Dining Dollars. You will be charged a reduced rate of \$6.00 per meal which will still be all you care to eat at one sitting.
16. Dining Dollars cannot be purchased separately. Dining Dollars may be used at all on-campus dining locations except Subway.
17. Dining Dollars **do not** transfer or roll over from one academic year to the next. All must be used up 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.
18. 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 housing unit without kitchen facilities.
19. The Premium 19 Plan can be downgraded to the Standard 14 Plan during the first two weeks of the semester only.
20. Extra 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). Financial Aid cannot be used for this transaction. 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. 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 CSUN Student Account. Buying extra Dining Dollars will increase the cost of the meal plan.**
21. All decisions regarding the Meal Plan Program shall be made by the Meal Plan Administrator and the Director of Commercial Services. All questions, problems and requests should be directed to the Meal Plan Office at (818) 677-2655 or mealplan@csun.edu. Additional information can be found at www.csun.edu/tuc/residential.htm.
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 it 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.

Comments and suggestions regarding the meal plan should be directed to the Meal Plan Office in writing via email at 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 have read and understand the meal plan fee structure and the cancellation policy. I agree to the terms and conditions in all of the preceding pages and agree to abide by the contract terms and conditions.

X

Signature of Student

X

Signature of Parent if Student is under age 18

IF YOU ARE ON THE INSTALLMENT PLAN, YOU MUST PROVIDE A VALID EMAIL ADDRESS AND PHONE NUMBER ON THE NEXT PAGE FOR THE PERSON WHO WILL BE MAKING THE MONTHLY PAYMENTS FOR YOU. WE SEND A COURTESY REMINDER BEFORE A PAYMENT IS DUE TO HELP YOU AVOID LATE FEES. PLEASE PRINT THE EMAIL ADDRESS CLEARLY

IF YOU WOULD LIKE TO PERMIT A PARENT OR GUARDIAN TO DISCUSS YOUR MEAL PLAN PAYMENTS AND CHARGES WITH THE MEAL PLAN OFFICE, YOU MUST FILL OUT THIS PAGE



THE UNIVERSITY CORPORATION

STUDENT AUTHORIZATION TO RELEASE INFORMATION TO PARENT or GUARDIAN

By signing below and supplying confidential information as an identifier, I authorize The University Corporation to release information about my Meal Plan to the following person:

Name of Parent/Guardian: _____

Complete Mailing Address: _____

Relationship to Student: _____

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

Email Address of Parent/Guardian

Parent/Guardian Phone Number

You must provide a valid email address and phone number for the person making the monthly payments. We send an email to both the student and parent before a payment is due to help you avoid late fees. The email is normally sent out before the first of the month to give you time to mail in the payment. Please print their email address clearly. Make sure we can distinguish between upper and lower case, see numbers, hyphens, spaces and dots clearly.

This authorization applies only to information regarding my meal plan charges, payments and card usage. This authorization is not to be used for information regarding financial aid and University Cash Services.

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

Student's Name

CSUN ID Number

Signature

Date

Mail Pages 2 – 5 of the application to:

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