



FALL 2011/SPRING 2012 MEAL PLAN APPLICATION

By submitting this contract, you are agreeing to participate in the meal plan program for Fall 2011 and Spring 2012 and are financially responsible for both semesters

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

If you are only going to attend CSUN for the Fall 2011 semester, please let us know here Yes No

- 10 Meal Flex 700 [Installments] - Remit \$100.00 10 Meal Flex 700 [Full Payment] - Remit \$3,150.00
12 Meal Flex 500 [Installments] - Remit \$100.00 12 Meal Flex 500 [Full Payment] - Remit \$3,150.00
14 Meal Flex 300 [Installments] - Remit \$100.00 14 Meal Flex 300 [Full Payment] - Remit \$3,150.00
7 Meal Kitchen Plus [Installments] - Remit \$100.00 7 Meal Kitchen Plus [Full Payment] - Remit \$2,650.00
5 Meal Kitchen Plus [Installments] - Remit \$100.00 5 Meal Kitchen Plus [Full Payment] - Remit \$1,775.00

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

- This contract is for the entire academic year of Fall 2011 and Spring 2012. By signing this contract, you have agreed to participate in the meal plan program for both semesters and are financially liable for both semesters unless you leave CSUN or Housing after Fall 2011 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 prior to 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 5 or 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

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

Visa/MasterCard/ American Express 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: \$

2011-2012 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.

10 Meal Flex 700 Monthly Payment Plan (10 meal swipes a week + 700 Dining Dollars a year) – Total of Installments = \$3,250.00
10 Meal Flex 700 One Payment Plan (10 meal swipes a week + 700 Dining Dollars a year) – One payment of \$3,150.00
12 Meal Flex 500 Monthly Payment Plan (12 meal swipes a week + 500 Dining Dollars a year) – Total of Installments = \$3,250.00
12 Meal Flex 500 One Payment Plan (12 meal swipes a week + 500 Dining Dollars a year) – One payment of \$3,150.00
14 Meal Flex 300 Monthly Payment Plan (14 meal swipes a week + 300 Dining Dollars a year) – Total of Installments = \$3,250.00
14 Meal Flex 300 One Payment Plan (14 meal swipes a week + 300 Dining Dollars a year) – One payment of \$3,150.00
7 Meal Kitchen Plus Monthly Payment Plan (7 meal swipes a week + 600 Dining Dollars a year) – Total of Installments = \$2,750.00
7 Meal Kitchen Plus One Payment Plan (7 meal swipes a week + 600 Dining Dollars a year) – One payment of \$2,650.00
5 Meal Kitchen Plus Monthly Payment Plan (5 meal swipes a week + 300 Dining Dollars a year) – Total Installments = \$1,875.00
5 Meal Kitchen Plus One Payment Plan (5 meal swipes a week + 300 Dining Dollars a year) – One payment of \$1,775.00

1. **Contract Term:** By signing this contract, you are agreeing to participate in the meal plan program for the Fall 2011 and Spring 2012 semesters and are financially responsible for both.
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. **Your first payment is due with the application. Financial aid cannot be used to make this payment.** All remaining 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 10th 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 make your payment in full, the payment must be directly paid to the Meal Plan Office when you submit your contract.** Financial Aid cannot be used and the charge will not be posted to your student portal. Acceptable forms of payment are money order, cash, check, American Express, Visa and MasterCard.
7. If you choose to pay for the meal plan in monthly installments and have Financial Aid, keep in mind that the University applies your aid first to tuition, second to housing and third to meal plan. If your financial aid is not posted by payment due dates, you will be responsible for making 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.
8. 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 Cash Services within 5 business days along with a \$25.00 returned payment fee. Acceptable forms of payment are money order, cash, check, American Express, Discover and 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.
9. 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.
10. Dining Dollars cannot be purchased instead of meal swipes. Meal swipes may only be used at the campus residential dining hall, Geronimo's. Dining Dollars may be used at all on-campus dining locations, including Subway.
11. Dining Dollars do not transfer or roll over from one academic year to the next. They will roll over from Fall 2011 to Spring 2012 but all must be spent by the last day of your meal plan contract which is the last day of the Spring Semester unless you only stay at CSUN for the Fall semester. Unused Dining Dollars will be forfeited and they cannot be transferred or refunded.
12. Dining Dollars are cash value (dollar for dollar) and 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 \$8.00 per meal.

13. The number of Dining Dollars in the name of the meal plan is the yearly amount. When your meal plan card is loaded for Fall 2011, we issue you half of the allotted Dining Dollars to help you pace your spending throughout the semester. The other half of your Dining Dollar allotment will be loaded on your card before the Spring 2012 semester begins. The purpose of Dining Dollars is to supplement your 5, 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/American Express 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.
15. 5, 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 5, 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 5 or 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 5 and 7 Meal Kitchen Plus Meal Plans are only available to students living in on-campus kitchen units or off-campus.
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 or no longer attend CSUN.
22. Due to limited hours of operation during Spring and Winter Breaks, the 5, 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. The cost of your meal plan does not include meal swipes during Spring and Winter Breaks.
23. Changes to a lower meal swipe/higher Dining Dollar 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 5 or 7 Meal Kitchen Plus Plan unless they move to a kitchen unit after purchasing one of the other available meal plans.
24. 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.
25. 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.
26. Problems with your meal plan card should be directed to the Meal Plan Office either in person, via email or phone.
27. 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. Additional information can be found at www.csun.edu/tuc/residential.htm.

Comments and suggestions regarding the meal plan should be directed in writing via email to 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 Year 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