



SPRING 2013 MEAL PLAN APPLICATION

By submitting this contract, you are agreeing to participate in the meal plan program for Spring 2013 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 Preferred Phone Number Student's CSUN 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 Spring 2013 semester, please let us know here Yes No

INITIAL PAYMENT OF \$110.00 IS TO BE PAID THROUGH THE STUDENT HOUSING PORTAL AND IS DUE WITH THE MEAL PLAN APPLICATION, AND THEN ALL REMAINING MONTHLY INSTALLMENTS WILL BE POSTED TO YOUR STUDENT PORTAL. PLEASE CHOOSE YOUR MEAL PLAN AND PAYMENT OPTION.

- 10 Meal Flex 350 [4 Installments=\$1,624.00] -or [1 Installment to pay in full=\$1,575.00]
12 Meal Flex 250 [4 Installments=\$1,624.00] -or [1 Installment to pay in full=\$1,575.00]
14 Meal Flex 150 [4 Installments=\$1,624.00] -or [1 Installment to pay in full=\$1,575.00]
7 Meal Flex 300 [4 Installments=\$1,372.00] -or [1 Installment to pay in full=\$1,325.00]
5 Meal Flex 150 [4 Installments= \$940.00] -or [1 Installment to pay in full= \$887.50]
3 Meal Flex 300 [4 Installments= \$719.00] -or [1 Installment to pay in full= \$669.00]

PICK ONE OF THE ABOVE PAYMENT OPTION AND MEAL PLAN

Plan details can be found on the next page.

Acceptable forms of payment online are MasterCard, American Express, Discover, and electronic check.

Please note there is a 2.9% service fee when making credit card payments.

Acceptable forms of payment in person at University Cash Services, located in Bayramian Hall Lobby, Room 100, are cash, check, money order, and ATM/debit card.

PLEASE CHECK EACH BOX TO ACKNOWLEDGE UNDERSTANDING THE MEAL PLAN CONTRACT

- This contract is for the entire Spring 2013 semester. By signing this contract, you have agreed to participate in the meal plan program for spring 2013 and are financially liable for the semesters unless you leave CSUN or Housing after Spring 2013, in which case you must cancel your meal plan by submitting the proper paperwork to The Meal Plan Office.
All 3 pages of the application to the Meal Plan Office will be submitted with your electronic signature. Retain the payment schedule and a copy of the contract for your records.
Initial payment of \$110.00 is due with this application by paying online through the student housing portal. This application will be returned to you unprocessed if payment is not received.
Please make sure you read the Terms and Conditions and payment schedule on the following pages. Your electronic signature on this contract verifies that you have read and understand them.
If you are placed in a non-kitchen unit, choose the 10, 12 or 14 meal plan. You are not eligible for the 5 or 7 Meal Flex Plan.
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.

The Meal Plan office is located on the 3rd floor of the Sierra Center Building, above The Marketplace. Please make checks and money orders payable to CSUN. There is a \$20 fee for any returned payment.

Mail Payments to and make checks payable to: CSUN-University Cash Services 18111 Nordhoff Street Northridge, CA, 91330-8214

The Meal Plan Office mailing address is: CSUN-The University Corporation ATTN: Meal Plan Office 18111 Nordhoff Street Northridge, CA, 91330-8309

SPRING 2013 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. Your electronic signature on this contract verifies that you have read and understood all policies and procedures relating to having a meal plan.

**Pages 1 - 3 must be submitted to The Meal Plan Office and constitute the meal plan contract.
Please retain the payment schedule and a copy of the meal plan contract for your records.**

1. **Contract Term:** By signing this contract, you are agreeing to participate in the meal plan program for the Spring 2013 semester and are financially responsible.
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 at <http://www.csun.edu/tuc/residential> and in our office. The Meal Plan office is located on the 3rd floor of the Sierra Center Building, above the Marketplace. There is a \$60.00 cancellation fee applied to all meal plan cancellations regardless of the reason for cancellation.
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 or a medical reason supported by a Doctor note. 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. 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.**
4. **Your first initial payment of \$110.00 is due with the application. Financial aid cannot be used to make this payment.** Please pay the initial payment of \$110.00 through the housing licensing portal or mail a check or money order to the Meal Plan office along with your application. Financial Aid cannot be used for this initial payment; however, Financial Aid could cover all remaining payments.
5. **Late Fee:** 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. If your meal plan privileges become suspended, you will need to bring your meal plan account balance current by making a payment either online through your student portal or in person at University Cash Services, to have your meal plan privileges reinstated. 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. Date marks from the Post Office (postmarks) are not honored; your payment needs to be received at University Cash Services on or before the due date to avoid the late fee.
6. **Payment:** Acceptable payment methods online through your student portal are MasterCard, American Express, Discover, and electronic checks. Please note there is a 2.9% service fee when making credit card payments. Acceptable forms of payment in person to University Cash Services, located in Bayramian Hall Lobby, Room 100, are cash, check, money order, ATM/debit Cards.
7. **If you choose to make your payment in full**, after you have submitted the \$110.00 initial payment fee, the remaining balance will be posted as one sum to the student portal due February 1, 2013. Payment can be made through the student portal or in person at University Cash Services.
8. **If you choose to make your payments through installments**, after you have submitted the \$110.00 initial payment fee, the remaining balance will be posted in 4 installments to your student portal; 4 installments due February 1, March 1, April 1, and May 1, for Spring 2013. Payment can be made through the student portal or in person at University Cash Services.
9. **If you 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 is being placed on your account preventing you from adding or dropping classes, getting transcripts, receiving your diploma, etc.
10. **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 University Cash Services within 5 business days along with a \$20.00 returned payment fee. Payments for returned checks and fines must be paid by cash or certified funds only. Failure to replace the payment will result in your meal plan privileges being suspended. 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.
11. **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. 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. Our email address is mealplan@csun.edu.

12. **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.
13. **Dining Dollars do not transfer or roll over from one academic year to the next.** They will roll over from Fall 2012 to Spring 2013 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.
14. **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.
15. **Dining Dollars:** The number of Dining Dollars in the name of the meal plan is the amount given for the spring semester.
16. **More Dining Dollars can be purchased at the Meal Plan Office;** at anytime during the semester, dining dollars can be added to your meal plan card and can be purchased 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.
17. **5, 7, 10, 12 or 14 meal swipes per week for use 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.**
18. **The 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.
19. **Your electronic signature on this contract is your agreement 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.
20. **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.** If you later move to a kitchen unit, you may change to the 5 or 7 Meal Plan or keep the plan you already have but you cannot cancel.
21. **If you do not want or cannot afford a meal plan, you should not accept assignment to a non-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.
22. **The 5 and 7 Meal Plans** are only available to students living in on-campus kitchen units or off-campus.
23. **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.
24. **Due to limited hours of operation during Spring and Winter Breaks, 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.
25. **Changes to a lower meal swipe/higher Dining Dollar plan are accepted during the first week of each semester only.** Students living in non-kitchen units are not eligible to apply for or change to the 5 or 7 Meal 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 non-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. The Meal Plan office is located on the 3rd floor of the Sierra Center Building, above the Marketplace. 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

SPRING INSTALLMENT PAYMENT SCHEDULE

10, 12, and 14 Meal Plan Monthly Payment Schedule

Initial payment, due with application	\$110
Due February 1, 2013	\$406
Due March 1, 2013	\$406
Due April 1, 2013	\$406
Due May 1, 2013	\$406
TOTAL COST OF PLAN \$1,734.00 FOR SPRING SEMESTER	

7 Meal Plan Monthly Installments Payment Schedule

Initial payment, due with application	\$110
Due February 1, 2013	\$343
Due March 1, 2013	\$343
Due April 1, 2013	\$343
Due May 1, 2013	\$343
TOTAL COST OF PLAN \$1,482.00 FOR SPRING SEMESTER	

5 Meal Plan Monthly Installments Payment Schedule

Initial payment, due with application	\$110
Due February 1, 2013	\$235
Due March 1, 2013	\$235
Due April 1, 2013	\$235
Due May 1, 2013	\$235
TOTAL COST OF PLAN \$1,050.00 FOR SPRING SEMESTER	

3 Meal Plan Monthly Installments Payment Schedule

Initial payment, due with application	\$110
Due February 1, 2013	\$152.25
Due March 1, 2013	\$152.25
Due April 1, 2013	\$152.25
Due May 1, 2013	\$152.25
TOTAL COST OF PLAN \$829.00 FOR SPRING SEMESTER	

If you choose to make your payments through installments, after you have submitted the \$110.00 application fee, the remaining balance will be posted in 4 installments to your student portal and is due according to the payment schedule above. Payments can be made online through the student portal or in person at University Cash Services, located in the Bayramian Hall Lobby, Room 100.

Late Fee: Please pay your monthly installment on or before the due date to avoid the consequence of a late fee. Mail your payment at least 10 days prior to the due date to CSUN-University Cash Services, 18111 Nordhoff Street, Northridge, CA, 91330-8214. Date marks from the Post Office (postmarks) are not honored; your payment needs to be received at University Cash Services on or before the due date to avoid the late fee. A \$15.00 late fee is applied if payments are not made by the 10th of each month

Financial Aid: Will apply towards meal plan installment payments on the student's portal after tuition and housing. Please contact financial aid to verify your awarded amount.

Making a payment: Payments can be made online through your student portal with MasterCard, American Express, Discover, or electronic check. **Please note there is a 2.9% service fee when making credit card payments.** Payments can also be made in person at University Cash Services, located in Bayramian Hall Lobby, Room 100, with cash, money order, check, or ATM/debit card. There is a \$20.00 fee for any returned payment.

PARENT/STUDENT COPY = DO NOT RETURN WITH THE APPLICATION

PAY IN FULL PAYMENT SCHEDULE

10, 12, and 14 Meal Plan Monthly Payment Schedule

Initial payment, due with application \$110

February 1, 2013 \$1,575

TOTAL COST OF MEAL PLAN \$1,685.00, FOR SPRING SEMESTER, INCLUDES A \$49. DISCOUNT

7 Meal Plan Monthly Installments Payment Schedule

Initial payment, due with application \$110

February 1, 2013 \$1,325

TOTAL COST OF MEAL PLAN \$1,435.00, FOR SPRING SEMESTER, INCLUDES A \$47. DISCOUNT

5 Meal Plan Monthly Installments Payment Schedule

Initial payment, due with application \$110

February 1, 2013 \$887.50

TOTAL COST OF MEAL PLAN \$997.50, FOR SPRING SEMESTER, INCLUDES A \$52.50. DISCOUNT

3 Meal Plan Monthly Installments Payment Schedule

Initial payment, due with application \$110

February 1, 2013 \$669.00

TOTAL COST OF MEAL PLAN \$779.00, FOR SPRING SEMESTER, INCLUDES A \$50. DISCOUNT

If you choose to make your payment in full, after you have submitted the \$110.00 application fee, the remaining balance will be posted in 1 installment to your student portal and is due according to the payment schedule above. Payments can be made online through the student portal or in person at University Cash Services, located in Bayramian Hall Lobby, Room 100.

Late Fee: Please pay your monthly installment on or before the due date to avoid the consequence of a late fee. Mail your payment at least 10 days prior to the due date to CSUN-University Cash Services, 18111 Nordhoff Street, Northridge, CA, 91330-8214. Date marks from the Post Office (postmarks) are not honored; your payment needs to be received at University Cash Services on or before the due date to avoid the late fee. A \$15.00 late fee is applied if payments are not made by the 10th of each month

Financial Aid: Will apply towards meal plan installment payments on the student's portal after tuition and housing. Please contact financial aid to verify your awarded amount.

Making a payment: Payments can be made online through your student portal with MasterCard, American Express, Discover, or electronic check. **Please note there is a 2.9% service fee when making credit card payments.** Payments can also be made in person at University Cash Services, located in Bayramian Hall Lobby, Room 100, with cash, money order, check, or ATM/debit card. There is a \$20.00 fee for any returned payment.

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