

Student's Information Sheet Regarding the Meal Plan

Please read the following information about the Meal Plan Program carefully before you submit an application.

CONTRACT TERM

All meal plan contracts run from the date of sign-up through the end of the spring semester. If you sign up after the start of the fall semester, your meal plan charges will be pro-rated and your contract will run through the end of the spring semester.

CANCELLATION POLICY

Listed below are acceptable reasons for cancellation:

- You may cancel your meal plan if you decide not to attend CSUN. It is your responsibility to submit a cancellation request to the Meal Plan Office before the semester begins.
- You may cancel your meal plan if you withdraw from CSUN. Submit a cancellation request to the Meal Plan Office along with your meal plan card and a copy of your approved housing cancellation form if applicable.
- You may cancel your meal plan if you move out of on-campus housing to an off-campus location. Submit a cancellation request to the Meal Plan Office along with your meal plan card and a copy of your approved housing cancellation form.

IF YOU LOSE YOUR MEAL PLAN CARD

If you lose your card, contact the Meal Plan Office as soon as you notice it is missing so that we can deactivate it to prevent unauthorized use. The Meal Plan Office will issue you a new card with a new number at a cost of \$25.00 which can be deducted from available Dining Dollars. If Dining Dollars are not available, the fee can be submitted with the 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.

CONTACT THE MEAL PLAN OFFICE DIRECTLY IF YOU:

- Have questions about your meal plan
- Need to add money to your card
- Lose your card
- Have a problem with your card
- Have questions about payments
- Need any other information regarding the Meal Plan Program

MEAL PLAN OFFICE CONTACT INFORMATION

- Email: mealplan@csun.edu
- Phone: (818) 677-2655
- Website: www.csun.edu/universitycorporation/residential.htm
- In Person: We are located on the third floor of the Sierra Center inside The University Corporation.

If you have chosen to pay monthly installments, Fall 2008 charges will be posted to your CSUN Student Account soon after submitting this application. The first payment you make with this application will not appear. We only post what you owe for the semester. You will see a new set of charges posted prior to the Spring 2009 semester. Make your monthly meal plan payments just as you would tuition and housing. All charges on your CSUN Student Account come with a due date. Make sure your payments are posted prior to that date so you don't get charged late fees.

Mail Meal Plan Application to:

The University Corporation
18111 Nordhoff Street
Northridge, CA 91330-8309

Don't forget to send payment with the application. Applications without payment will be returned.

If you have pre-paid the meal plan in full for the year with this application, no meal plan charges will appear on your portal account.

This is an installment payment plan, not adding money to your card.

Students who leave CSUN for any reason, must cancel their meal plan. Admissions and Records does not inform us that you have withdrawn nor does Housing if you have cancelled your housing contract. It is your responsibility to cancel with each department.

Monthly Installment Plan

Charges will be posted to your CSUN Student Account, which can be viewed at your myNorthridge Portal account, according to the following schedule. Payments received after the 10th of each month will be assessed a late fee of \$15.00 on the 11th day.

Due Dates	Standard	Premium
1 st payment with application	\$343.75	\$384.38
October 1, 2008	\$343.75	\$384.38
November 1, 2008	\$343.75	\$384.38
December 1, 2008	\$343.75	\$384.36
February 1, 2009	\$343.75	\$384.38
March 1, 2009	\$343.75	\$384.38
April 1, 2009	\$343.75	\$384.38
May 1, 2009	\$343.75	\$384.36
Total Meal Plan	\$2,750.00	\$3,075.00



The University Corporation

2008 – 2009 MEAL PLAN APPLICATION

Today's Date	Last Name (print clearly)	First Name (print clearly)
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@csun.edu

CSUN Student ID Number	Student's Phone Number	Student's CSUN Email Address
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Kitchen Unit
 Non-Kitchen Unit
 Housing Wait List
 Off-Campus
 Don't know

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

Do you wish to have a meal plan no matter where you end up living? Yes No

If No, please submit this application when your housing situation is settled. Otherwise, please read our Cancellation Policy.

Permanent home mailing address	Street/PO Box	City	State	Zip Code
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Are you a National Exchange Student or will you be graduating Fall 2008? Yes No

Standard Meal Plan (with 1400 Dining Dollars)
 Premium Meal Plan (with 1800 Dining Dollars)

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

- Standard Plan payment in full - \$2,650.00 due with application (this price is \$100 less than the installment price)
- Standard Plan installments – First payment of \$343.75 due with application (payments will total \$2,750.00)
- Premium Plan payment in full - \$2,975.00 due with application (this price is \$100 less than the installment price)
- Premium Plan installments – First payment of \$384.38 due with application (payments will total \$3,075.00)

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

If paying with Visa or MasterCard (We do not accept Discover or American Express)

Visa/MasterCard Number	Expiration Date	3 Digit Security Code
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Cardholder's Name	Street/PO Box	City	State	Zip Code
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Cardholder's Phone Number	Cardholder's Signature
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If 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.

Check or Money Order Number	Amount of Check or Money Order
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PLEASE CONTINUE ON TO THE NEXT PAGE TO READ AND SIGN THE CONTRACT TERMS AND CONDITIONS

2008-2009 MEAL PLAN CONTRACT TERMS AND CONDITIONS



The University Corporation

Please read the following information carefully and sign at the bottom. **This must be submitted along with the Meal Plan Application.** The information here is all very important and relates to the Meal Plan Application and policies you will be signing. 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.

1. **Contract Term:** All meal plan contracts run from the date of sign-up through the end of the spring semester. If you sign up after the start of the fall semester, your charges will be pro-rated and your contract will run through the end of the spring semester.
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. The Admissions Office does not tell us if you decide to go to another school – it is your responsibility to do that. 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, a copy of the approved housing cancellation 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 \$25.00 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). 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 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.
5. The number of Dining Dollars is set when you submit the meal plan application to the Meal Plan Office at either 1400 or 1800 per year. 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. Half of your Dining Dollars allotment will be loaded on your card at the beginning of the Fall Semester and the other half prior to the Spring Semester.
6. You should review the Basic Semester Costs on the Meal Plan Website and 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.
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 CSUN Student Account, 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 CSUN Student Account 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. 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 will issue you a new card with a new number and charge a \$25.00 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 often 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 possible.

14. 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.
15. Due to limited hours of operation during Spring and Winter Breaks, the eight meals option is not available during these times. However, your Dining Dollars will be active during these periods and 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 eight dining hall meals during Spring and Winter Breaks. In other words, we have not charged you for the eight meals a week during these periods. You can still dine at the dining hall during Spring and Winter 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. They do roll over from Fall to Spring. All must be used up 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.
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 Meal Plan can be downgraded to the Standard Plan during the first two weeks of the semester only.
20. Money can be added to your Dining Dollars 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. 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. Adding 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 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 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 THE NEXT PAGE



The University Corporation

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 Place of Birth

Please provide your email address if you would like to be notified when a payment is due. You will be copied on the email we send to the student. The email is normally sent out a week before the first of the month to give you plenty of advance notice.

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

Pages 2 – 5 of the application should be mailed to:

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