



# MEAL PLAN CHANGE/REQUEST FORM

ALL MEAL PLAN CHANGES MUST BE COMPLETED BY FRIDAY, APRIL 1, 2016

## 1. INDIVIDUAL INFORMATION

Name (Last, First M.): \_\_\_\_\_ University ID #: \_\_\_\_\_  
Campus/Local Address: \_\_\_\_\_ Room/Apt: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Current Status: ☐ Undergraduate Student ☐ Graduate Student  
Residence: ☐ Undergraduate Housing ☐ Non-resident of Undergraduate Housing ☐ Fraternity/Sorority Housing

## 2. MEAL PLAN ACTION

### ☐ CHANGE OR ADD MEAL PLAN

Resident Meal Plan Options:

☐ Weekly 13 ☐ Weekly 14 ☐ Unlimited ☐ Block (upperclassmen only)

Non-Resident Meal Plan Options:

☐ Weekly 6 (This plan is not available for students living in university housing. Some exceptions will be made. See box below.)

### ☐ MEAL PLAN REDUCTION TO WEEKLY 6

Select Reason:

☐ I have a Fraternity/Sorority Meal Plan - Fraternity/Sorority: \_\_\_\_\_  
☐ I am a resident of one of the following: ☐ Kemper Single with a Kitchen ☐ 1856 Orrington Avenue ☐ Seabury Hall  
☐ I am enrolled in a University-sponsored internship - Program: \_\_\_\_\_

### ☐ MEAL PLAN CANCELLATION (VERIFICATION OF THESE CIRCUMSTANCES IS REQUIRED BEFORE ANY REQUEST MAY BE APPROVED)

Select Reason:

☐ Medical Reason  
☐ I live off campus and no longer want a meal plan  
☐ I am a resident of a Kemper single with a kitchen  
☐ I am enrolled in a University-sponsored internship - Program: \_\_\_\_\_

## 3. SIGNATURE

I have read, understand and agree to the terms & policies (see page 2) of the University Food Service Contract. I have read and understand the proper use and associated charges for the meal plan contract action I have selected. I understand that the board contract is valid for the entire Northwestern University academic year remaining after the signature date on this contract, excluding University vacations.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### THIS SECTION IS FOR UNIVERSITY FOOD SERVICE DEPARTMENT USE ONLY

	Old Plan		New Plan		CBORD:
Plan					CBORD Date:
# Board					RMS:
# Points					RMS Date:



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## POLICIES

- Execution of the board contract is not a commitment of admission, enrollment, or employment within the university.
- **University housing residents are permitted to make one request one week into the quarter to change/cancel their required board contract.**
- Completing this form does not mean that your request had been approved. You will be notified of the decision regarding cancellation or non-standard reduction requests, within ten business days if it has not been approved.
- **Any contract adjustment of charges, resulting from approval of this request, will be prorated from the date that your request is received by University Food Service Department. This may result in additional charges based on use and/or the duration of time in which a meal plan is possessed before a cancellation/change is requested.**
- By using your plan and participating in the dining program, you agree to accept all the terms, conditions, and restrictions of this dining contract and any revisions to it, which may be made at the sole discretion of the University.
- The board contract action you have selected and the subsequent charges or credits will be posted to your university account, within 30 business days, unless otherwise indicated.
- **If in a fraternity or sorority: In order for a request to be approved, the requestor's student account must be billed for services by the fraternity/sorority before the "Meal Plan Change/Request Form" is submitted to the Food Service Office.**
- Student may upgrade at any point during each quarter.