Kennesaw State University
Culinary & Hospitality Services

FALL 2015 MEAL PLAN CANCELLATION REQUEST
This form is to be used to request a cancellation of a mandatory or optional meal plan.

Name (print): ___________________________ KSU NetID: ___________________________

KSU ID #: ___________________________

Housing Status (check one):

□ Kennesaw  □ Marietta

□ Commuter (off-campus)

□ Univ Village  □ Univ Village Suites  □ KSU Place  □ ARC  □ ARC II

□ Univ Commons  □ Univ Courtyard  □ Howell Hall  □ Hornet Village

Current Plan:  □ Access7  □ Access14

□ Access30  □ Access40

□ Access75  □ Access115

□ Access220  □ 3Square

□ Gold

Reason for Cancellation:  □ Medical

□ Financial

□ Special Circumstances (select one):

□ Military Activation

□ Withdrawal from KSU

□ Full-time Internship

Deadlines:
1. Financial requests and ALL required documentation must be received by 5:00pm on August 3, 2015. No exceptions.
2. Requests due to full-time internships must be submitted by 5:00pm on August 24, 2015. No exceptions.
3. Every effort should be made to submit medical requests and ALL required documentation by 5:00pm on August 24, 2015. Forms will be accepted later in the semester in the case of a newly-developed medical condition. Appropriate documentation must support the request.

Please note:
1. Cancellations of optional plans will incur a $35 Administrative Fee, which will be posted to the student’s Owl Express account. Non-student meal plans are non-refundable. Cancellations granted for medical or financial circumstances, military activation or full-time, off-campus internships will NOT be assessed the $35 fee.
2. Forms must be turned in or mailed to the address below. Faxed and/or e-mailed forms will NOT be accepted.
3. The completion of this form does not guarantee the cancellation request will be granted. By signing below, you acknowledge that additional information and/or documentation may be required to process your request. If this additional information is not received by the appropriate deadline, the cancellation request will be denied.

Student Signature: ___________________________ Date: ___________________________

Meals used on current plan:

Banner updated on (date):

Processed by (name):

For Office Use Only

Approval / Denial Stamp Here

Date Stamp Here

Culinary and Hospitality Services • 540 Parliament Garden Way NW • MD#4000 • Kennesaw, GA 30144

08/05/2015
Kennesaw State University
Fall 2015 Meal Plan Contract
Terms and Conditions

I. Eligibility and General Overview
A. This contract is conditional upon admission to the University and does not guarantee admission or acceptance to the University. To be eligible to purchase a meal plan, a person must be currently enrolled in and attending at least one class at Kennesaw State University (“University”) during the Fall 2015 semester.
B. Alternatively, a person may purchase a meal plan if they are employed as faculty or staff at the University.
C. The University reserves the right not to contract with persons who are currently violating the terms and conditions of a housing and/or meal plan contract, or who have violated University and/or Culinary & Hospitality Services rules or regulations, or who have a past due balance with the University.
D. Meal plans include meals and Dining Dollars and are personal, non-transferable, and non-assignable. To access meal plans, guests must present their own KSU ID card.

II. Contract Period
A. This contract is effective only for the Fall 2015 semester, from August 10 – December 14. Meal plans purchased within this period will not be pro-rated.
B. Meal service will unavailable from November 23 – 29.
C. The University shall not be responsible for any failure to provide meals in the event conditions exist not wholly within its control (e.g. Acts of God, fire, strikes, public disturbances, natural disasters, etc.).

III. Dining Locations
A. The University shall provide a variety of dining locations on both the Kennesaw and Marietta campuses during the contract period in §II-A. Hours of operation for each of these locations are at the discretion of the University and may be changed at any time. No specific hours or dining location availability is guaranteed.
B. The meals portion of the meal plans can be utilized only in The Commons (Kennesaw) or Stingers (Marietta) and only during the Contract Period in §II-A. Dining Dollars can be used in any University-operated dining location.

IV. Meal Plan Requirements
A. The University requires all students that meet at least one of the following conditions during the contract term to purchase a minimum meal plan for Fall 2015:
   a. Undergraduate enrolled for 12+ credit hours;
   b. Undergraduates residing in on-campus housing
B. Meal plan requirements are based on the total number of adjusted earned credit hours based on the following non-negotiable guidelines:
   a. Freshmen ≤ 29 hours
   b. Sophomore: 30 – 59 hours
   c. Junior: 60 – 89 hours
   d. Senior: 90+ hours

V. Exceptions to Meal Plan Requirements
A. SPSU students that completed the Spring 2015 semester who will be sophomores, juniors, or seniors as defined in §IV-B will be exempt from the meal plan requirements as long as they remain actively enrolled at the University.
B. Students with 30+ credit hours residing in Commons or Courtyard Apartments and Special Interest Housing on the Marietta campus will be exempt from the meal plan requirements.

VI. Meal Plan Upgrades and Optional Purchases
A. Students may elect to upgrade their minimum required plan to a larger meal plan by either requesting the upgrade via Owl Express or completing a Change Request Form through Culinary & Hospitality Services. The total cost of the larger plan will be applied to the student’s account and payment is due per the conditions in §VII.
B. Meal plan upgrades are available through 5:00pm of Add/Drop and cannot be changed after this point.
C. Optional (non-mandatory) meal plans for students and non-students may be purchased online with a credit or debit card. All online purchases/deposits are final and nonrefundable outside the provisions of this contract. Credit card disputes leading to chargebacks will result in an administrative fee of $35 plus the full cost of the initial meal plan.

VII. Charges & Payments
A. Meal plan rates can be found online at www.kennesawstatedining.com. Rates are up to the discretion of the University and may change annually.
B. Meal plan charges for required plans will be included on the student account via Owl Express and must be paid in full to the Bursar’s Office by the appropriate payment deadline. Failure to pay will result in the student’s classes being dropped for nonpayment.
C. Students and non-students are responsible for all meal plan charges, whether or not the plan is utilized within the specific contract period. There is no refund for unused meals or Dining Dollars. Unused Dining Dollars will carry forward to the Spring 2016 semester, after which point unused funds will revert to the University.
D. University may withdraw meal privileges for failure to pay charges by the required date. If meal privileges are withdrawn, the meal plan charge will not be refunded.

VIII. Termination of Contract
A. Neither students nor non-students may terminate this contract except upon official withdrawal or separation from the University or under extraordinary circumstances with written approval from Culinary & Hospitality Services.
B. Refunds for students who have been granted a contract termination will be based on total cost less actual meal plan usage and a $35 administrative fee.
C. University may terminate this contract and immediately cancel a meal plan for any of the following reasons:
   a. Students’ failure to pay any charges or payments by the due date;
   b. Violation of University or Culinary & Hospitality Services rules or regulations;

IX. Governing Law
A. This agreement shall be governed pursuant to the laws of the State of Georgia, without regard to its choice of law principals.