



MEAL PLAN EXEMPTION INFORMATION SHEET

The attached application is for student residents who fall under the requirement of the University governing meal plans and on-campus residency who would like to apply for an exemption from the Meal Plan.

The University requires all students that live in residence halls to purchase a Meal Plan. This policy does not apply to those living in campus apartments with cooking facilities.

Application process for exemption of meal plan: There are three parts of the application:

- **Part I: Questionnaire – must be completed and signed at the bottom of the page.**
- **Part II: A written essay which details why you require an exemption.**
- **Part III: Written documentation supporting your reason for application. To include Diagnosis and supporting documentation from your physician.**

Once you have completed the application, turn it into the Office of Auxiliary Service, Schmidt Hall, Room 302. The Director of Auxiliary Services will review all applications and determine your future meal plan status. After your status has been determined, an email will be sent to your Xavier University address notifying you with your meal plan status. If the Director of Auxiliary Services does not approve your initial application, you may appeal the decision to the Dining Services Appeals Board. You will be expected to provide either new or clarifying information at that time.

Please Note:

- Applications are accepted until the 10th day of class of every fall and spring semester.
- Refunds will be prorated from the time the application is received for an exemption and are subject to a \$25.00 administrative processing fee.
- All applications will be reviewed within 5-7 business days; you will be notified of any missing documentation.
- If approved a meal plan refund will be issued provided there is **no** outstanding balance on your bill, in accordance with Bursar Operations' policies.
- The refund schedule is prorated from the time the application is **received** to the end of the semester, not from the beginning of the semester whether or not any meals have been eaten.

Frequently Asked Questions

1. **Why am I required to be on a meal plan?** After much consideration, the University and the Board of Trustees have deemed it beneficial for first year students to be on a Meal Plan for various reasons. The primary reasons are convenience and to promote the campus community for the student's first year on campus. Seventy-five percent of all universities across the country also have a mandatory meal plan for all students residing on campus.

2. What are the Residential Meal Plan options?

Ultimate Muskie and \$100 Dining Dollars

225 Block and \$100 Dining Dollars

14 Meal Plan and \$100 Dining Dollars

The meal plans are also available to view on the Xavier Dining Website www.xavier.edu/dining.

Reasons for exemption from the meal plan and the type of documentation that is required:

Medical: One or more forms of documentation are required.

- ❖ **Diagnosis:** A letter on letterhead paper from a Medical Doctor (*letters from chiropractors are not accepted*) is required stating your medical diagnosis. In the event of food intolerance/allergies, the doctor must state specifically which food(s) you cannot consume and what the allergy reaction(s) are. Your doctor can fax the documentation directly to us at (513) 745.4288, attention: Director of Auxiliary Services.

Religious:

- ❖ Xavier University recognizes that certain religions and faiths have special dietary restrictions. Individuals requesting religious exemptions are required to provide documentation of their religious affiliations and detailed information of how their faith dietary requirements cannot be accommodated by Xavier Dining Services. This documentation can be faxed directly to us at (513) 745.4288, attention: Director of Auxiliary Services.

If you have further questions, please do not hesitate to contact us at:

The Office of Auxiliary Services
Schmidt Hall, Room 302
Xavier University
3800 Victory Parkway
Cincinnati, OH 45207-4631
(513) 745.4281
auxiliaryservices@xavier.edu



XAVIER DINING MEAL PLAN EXEMPTION APPLICATION

Part I: Questionnaire

Name: _____

Xavier ID #: 000 ____ _

Current Dining Plan: _____

Reduce To: ___Commuter/Apartment Plan
___No Meal Plan

Residence Hall: Brockman Buenger Husman Kuhlman

Local Phone Number/Cell: _____

E-mail Address: _____

Parent/Guardian Address/Phone #: _____
(If under 18 years of age)

Year in School: FR SO JR SR

Part II: Personal Statement:

Written essay which details why you require a reduction/exemption in your meal plan. Must be clear in your statement of how you will provide your own meals if not eating in the dining hall. Attach additional documentation if needed.

Part III: Documentation (Please attach)

Reason(s) for Applying – Circle the reason(s) you are applying for a Meal Plan exemption. Supply the appropriate documentation.

Medical

Religious

Due Date: Your completed application is due no later than the 10th day of class (fall and spring semesters) to the Office of Auxiliary Services, Schmidt Hall, Room 302. It is recommended that you make a copy of this and keep it for your files. Your signature below indicates that you have read the Information Sheet and application completely and understand the procedures.

Student's Signature

Date

For Office Use Only:

Date Application Received: _____

_____ Approved _____ Denied