

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
Application for Change and/or Release from the Meal Plan for 2016/2017

PLEASE REFER TO THE [DINING SERVICES](#) WEBSITE REFERENCING
MEAL PLAN REQUIREMENTS, EXCEPTIONS AND PROCEDURES FOR COMPLETING THIS APPLICATION.

An application for meal plan changes during the academic year must be submitted according to the following schedule:
March 21, 2016 (*returning students*) & July 1, 2016 (*new students*) for a fall semester change
October 28, 2016 for a spring semester change

Return completed form with all additional supporting documentation to: Office of Procurement, Contract and Auxiliary Services
UNCSA, 1533 South Main Street; Winston-Salem, NC 27127

Date of Application _____

I request (circle): Change from 300 to 175 Meal Plan Release from Meal Plan

Requested semester for change Fall Semester 2016 _____ Spring Semester 2017 _____

Name _____ Campus Box No. _____

Art School _____ Cell Phone No. _____

Permanent Address: _____ Res. Hall/ Room No. _____

Email Address _____

Phone _____

Level (Circle One) C1 C2 C3 C4 Number of Years at UNCSA: _____

Have you attended another college or university? _____ Number of years attended: _____

Please describe below your reasons for requesting change and/or release from the meal plan. Be as thorough as possible. You may attach additional pages if needed. (Please type or write clearly in black ink).

Signature _____

Does medical/professional documentation exist to support your reasons for release? _____
If yes, attach documents of explanation.

Decision: Meal Plan Appeals Committee _____ **Approve** _____ **Deny** _____ **Adjustment** _____ **Date** _____

2016-2017 Meal Plan Appeal Process

The Board of Trustees of the University of North Carolina School of the Arts has a policy which requires all college freshmen and sophomores to live on campus and participate in a board/meal plan. All college freshmen and sophomores living in the residence halls must participate in the 300 meal plan. In the Bailey Street Apartments, college freshmen and sophomores must be on at least the 175 meal plan. College juniors and seniors living in the residence halls may choose to be on either the 300 or the 175 meal plan. College juniors and seniors in the Bailey Street Apartments will not be required to be on a meal plan. Students living in the Centre Stage Apartments, regardless of classification will not be required to be on the meal plan. Students who have unusual circumstances, e.g., medical or psychological related conditions, may appeal to the Director of Procurement, Contract and Auxiliary Services to change their meal plan.

Changes in meal plans will only take effect prior to the beginning of the requested term. If a student qualifies to make a change in their plan options, no action needs to be taken other sending a request by mail or email to the Director of Procurement, Contract and Auxiliary Services. Requests need to be received before classes begin (preferably before the residence halls open for the semester. **If students use any of the meals or bonus bucks associated with their meal plan, their request will not be approved until the next semester.**

What are unusual circumstances?

The circumstances may include medical or psychological needs or restrictions, as well as other unusual conditions. The student must outline what his/her unusual circumstance is as part of the appeal process and provide written medical and/ or other documentation to support the request.

Documentation

Supporting documentation describing in detail the medical condition, time period of treatment and how eating on campus may impact that condition, as well as a complete listing of the unusual dietary needs must be shared with either the Director of Student Health Services, the Director of Counseling Services and/or the Director of Dining Services. Those staff members will review the documentation and may contact the reporting parties for additional information. The staff reviewing the documentation will be asked by the Meal Plan Appeal Committee for their recommendation as to accept or deny the appeal. The Dietician in Student Health Services and the Director of Dining Services are members of the Meal Plan Appeal Committee, so they determine to what extent Dining Services can accommodate special dietary needs. Students appealing for special dietary need to schedule a meeting with the Dietician prior to submitting the appeal. Students appealing for medical reasons need to schedule a meeting with the Director of Student Health Services prior to submitting the appeal.

The process for submitting an appeal:

A form for an appeal may be secured from the Dining Services website (<http://www.uncsa.edu/students/mealplan.pdf>) . The Director of Procurement, Contract and Auxiliary Services will schedule a meeting of the Meal Plan Appeal Committee to allow the student to present his/her case. The Director of Procurement, Contract and Auxiliary Services will notify each student by email of the decision on his/her appeal. If the appeal is upheld, the Director of Procurement, Contract and Auxiliary Services will notify the student, Dining Services and the Student Accounts Office. Please note: Until the Director of Procurement, Contract Auxiliary Services notifies the various offices that an appeal has been upheld; a student may be enrolled and billed for the meal plan.

The membership and purpose of the Meal Plan Appeal Committee:

The Meal Plan Appeal Committee is composed of: Director of Procurement, Contract and Auxiliary Services, Aramark's Director of Dining Services; UNCSA Dietician; a Faculty/Staff Member and a student selected by SAA. The committee hears appeals from those students who may have highly unusual reasons for requesting exceptions from the board/meal plan regulations. In order to make such an appeal, a student should contract the Director of Procurement, Contract and Auxiliary Services.

Application Process in Summary:

An application for meal plan changes during the academic year must be submitted according to the following schedule:
March 21 (returning students) & July 1(new students) for a fall semester change
October 28 for a spring semester change

Complete Application:

- ♦ Supply supporting documentation and meet with Wellness staff personnel to review the reason for the request.
- ♦ Submit the application to the Director of Procurement, Contract and Auxiliary Services located in the Central Receiving Warehouse (65 E. Acadia Avenue).
- ♦ Inform the Director of Procurement, Contract and Auxiliary Services about your availability to present your case at an appeal hearing.
- ♦ You will be notified of the meeting to present your appeal to the Meal Plan Appeal Committee.

If your appeal is upheld:

- ♦ You will be notified by email.
- ♦ The Student Accounts Office and Dining Services will also be notified.

If your appeal is denied by the Meal Plan Appeal Committee:

- ♦ Decisions by the committee are final.
- ♦ A student may submit a new appeal in a subsequent term if he or she has new grounds for an appeal.