



## Meal Plan Change Or Cancel Request Form

Students may request to add, change or cancel their Meal Plan by completing and submitting the Meal Plan Change Request Form. Students may select only from meal-plan options offered during the current housing contract period. The deadline to request to decrease or cancel meal plan is the day before move-in. Requests to add or increase a meal plan will be accepted during the semester and will require students to make payment upfront for the added meal plan or difference in cost between meal plans.

Name: \_\_\_\_\_ CIN: \_\_\_\_\_  
Last First

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**I am requesting to:**  Add  Change  Cancel **my meal plan effectively for the following semester(s):**

Fall and Spring  Spring Only Year: 20\_\_\_\_\_

**I am requesting to:**

Add MP\*  10  12  17

Increase MP\* to  10  12  17

Decrease MP\* to  10  12  17

Cancel MP

(\*Meal Plan Rates: Check our website for rates <http://www.calstatela.edu/housing/rates-dates>)

***By signing below, you acknowledge that payment of fees, revocation and cancellation policies for the Meal Plan follow the same terms and conditions as outlined in Section II and III of the Housing and Residence Life License Agreement. You understand that submission of this form is a request and requires approval. If approved to add, increase, decrease or cancel your meal plan, charges will be adjusted on your GET account within 10–14 business days. It is your responsibility to review and satisfy payment for new or adjusted housing charges by issued payment dates.***

\_\_\_\_\_  
Student Signature Date

**OFFICE USE ONLY**

Current Meal Plan: None 10 12 17

APPROVED  DENIED

(Approval must be from Resource Coordinator or designee)

\_\_\_\_\_  
Resource Coordinator of Housing and Residence Life or Designee Date

Adjust Meal Plan Charges for: \_\_\_\_\_ Semester 20\_\_\_\_\_

Change from: \$ \_\_\_\_\_ Change to: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

Charges Posted/Adjusted \_\_\_\_ / \_\_\_\_ / \_\_\_\_

StarRez: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Student Email Notification \_\_\_\_ / \_\_\_\_ / \_\_\_\_ UAS MP. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reconciliation Excel \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Cashier's \_\_\_\_ / \_\_\_\_ / \_\_\_\_  PPS verification \_\_\_\_ / \_\_\_\_ / \_\_\_\_