



California State University, Los Angeles
 Housing Services
 5300 Paseo Rancho Castilla, Los Angeles, CA 90032-8647
 323 343-4800, (F) 323-343-6465, askhousing@cslanet.calstatela.edu

NEW SPRING 2012 MEAL PLAN AGREEMENT TERMS AND CONDITIONS

Rev. 2/29/2012

Please read the following information carefully and sign at the bottom of the page. You will be held accountable for the information below, so it is in your best interest to read through everything here before submitting the agreement. By signing this agreement, you verify that you have read and understand all policies and procedures relating to having a meal plan. **This document must be submitted to the Housing Services Office and constitutes the meal plan agreement.**

(Print Clearly)

Today' Date	Last Name	First Name	Campus ID Number (CIN)	
Contact Phone Number	Student's CSULA Email Address		Student's Personal Email Address	
Permanent Home Mailing Address Street/PO Box	City	State	Zip Code	Country

Please Select a Meal Plan Option: 12 Meals a Week 7 Meals a Week

Payment Plan: One Payment

Food Restrictions: None Vegetarian Other _____

12 Meals a Week

Two swipes a day Monday - Friday plus one Saturday & Sunday, a total of 12 swipes per week Monday – Friday Lunch and Dinner and Weekends Brunch		
Quarter	Due Dates	Amount Due
Spring 2012	February 13, 2012	\$1,141.83
Total		\$1,141.83

7 Meals a Week

One swipe per day, a total of seven swipes per week Monday-Friday Dinner and Weekends Brunch		
Quarter	Due Dates	Amount Due
Spring 2012	February 13, 2012	\$736.66
Total		\$736.66

- Contract Term:** By signing this agreement, you agree to participate in the meal plan program for the Spring 2012 quarter beginning, Saturday, March 31 and ending June 15, 2012, and as such are financially responsible. The dining area hours of operation are Monday through Thursday 11:00am to 3:00pm and Friday 11:00am to 2:00 pm for lunch at the University Club, 5:00pm to 7:00pm for dinner and Saturday and Sunday 11:00am to 1:00pm for brunch in the Housing Dining Room. No meals will be provided outside of these operating hours.
 - Spring 2012** - The meal plan will begin on Saturday, March 31, 2012 through Friday, June 15, 2012. No meals will be provided on May 28, 2012 (Memorial Day).
- Cancelling **before** the agreement begins: You will need to cancel your meal plan with the Housing Services Office if you will not attend CSULA. Complete and submit a Meal Plan Cancellation Request form to the Housing Services Office. Forms are available online and in our office.
- Cancelling **after** the agreement begins: You may cancel your meal plan if you are no longer attending CSULA or you cancel your housing license agreement. Complete and submit a Meal Plan Cancellation Request form to the Housing Services Office. We must be able to verify that you have withdrawn from CSULA or moved off campus. You will be charged an amount equal to each week spent on the meal plan regardless of card usage (if your request is approved). Requests for cancellation based on undocumented financial hardship or not using the plan will not be approved.
- Not using your meal plan card is not the same as a cancellation. You are still responsible for the payments whether you use your card or not.
- Acceptable forms of payment are cash, personal check, money order, cashier's check, or MasterCard. To pay by MasterCard, log onto <https://commerce.cashnet.com/csulasp> (a 2.9 % service fee will be added to your payment amount). If your check is returned by the bank for any reason, you must submit a new form of payment within 5 business days along with a \$25.00 returned payment fee. Failure to make a required payment will result in your meal plan privileges being suspended and all associated charges and payments being posted to your student account. If you wish to cancel the meal plan immediately after submitting an application because you decide not to attend CSULA or accept on-campus housing, please do not put a stop payment on your check or reverse your credit card payment. Please call the Housing Services Office and submit a cancellation form as soon as possible to prevent charges from being posted to your student account.
- Payments are due on the dates indicated above. If you choose the Installment Payment Plan, the first payment is due and payable to the Housing Services Office at the time you submit the application to hold a meal plan for you. Failure to make a payment may result in your meal plan privileges being suspended. You will then have to bring your account current in order to have the suspension lifted.
- Meals are not transferable and do not roll over from week to week that means uneaten meals will be lost.
- The meal swipes cannot be used to feed guests.
- By signing this agreement, you stipulate that you will respect the rights of those around you by not being loud or abusive, not cutting in line, refraining from horseplay and running inside the dining area, the dining area, not being wasteful, using your own table and reporting spills to management.
- Your agreement will not be processed if any information is missing. The Housing Services Office will mail your agreement back with the missing areas highlighted and you can resubmit after supplying the requested information. Please read your agreement over carefully before submitting it.
- Your agreement will not be processed without either the first payment of the installment payment plan or the full payment. The Housing Services Office will mail your agreement back and you can resubmit it with the appropriate payment.
- We will do our best to accommodate special or restrictive diets, however, there is no guarantee that we will be able to satisfy all dietary requirements. Please contact us to further evaluate your specific requirements BEFORE applying for a meal plan. If you have strict dietary requirements which require you to purchase special food and/or prepare it yourself, you should refrain from purchasing a meal plan.
- If you lose your meal plan card, you must contact the One Card Office right away so that your card can be deactivated to prevent unauthorized use. Neither the Housing Services Office or the University is responsible for unauthorized use if you do not notify the One Card Office that your card has been lost or stolen. The One Card Office will need to issue a new card, and you will be charged a \$5.00 replacement fee. You must present a valid form of picture identification in order to be issued a new card.
- All decisions regarding the Meal Plan Program shall be made by the Associate Director, Housing Services. All questions, problems and requests regarding the meal plan should be directed to the Housing Services Office at (323) 343-4800 or askhousing@cslanet.calstatela.edu. Additional information can be found at www.calstatela.edu/univ/housing.
- Problems with your meal plan card should be directed to the Housing Services Office either in person, via email or phone (see contact information above).

Comments and suggestions regarding the meal plan should be directed in writing via email to askhousing@cslanet.calstatela.edu.

I verify that I have read and understand all of the information contained in the Meal Plan Agreement Terms and Conditions as outlined above. I agree to abide by these terms and conditions.

_____	_____
Student's Signature	Date