



California State University, Los Angeles
 5300 Paseo Rancho Castilla, Los Angeles, CA 90032-8647
 Housing Services 323 343-4800

FALL 2009 MEAL PLAN AGREEMENT TERMS AND CONDITIONS

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.**

X

Today's Date Last Name (print clearly) First Name (print clearly)

X

CSULA Student ID Number Student's Cell Phone Number Student's CSULA Email Address

X

Permanent home mailing address Street/PO Box City State Zip Code

Please Check One:

- 7 Meal Installment Payment Plan (1 meal swipe per day to total 7 meal swipes per week):**
 Installment 1 = \$361.00, due by September 18, 2009
 Installment 2 = \$351.50, due by November 1, 2009
- 7 Meal One Payment Plan (1 meal swipe per day to total 7 meal swipes per week) – One payment of \$712.50, due by September 18, 2009**

1. **Contract Term:** By signing this agreement, you are agreeing to participate in the meal plan program for the Fall 2009 quarter and as such are financially responsible. The meal plan will begin on Thursday, September 24, 2009 through Friday, December 11, 2009. The dining area hours of operation are Monday through Friday from 5:00pm to 7:00pm, and Saturday and Sunday from 11:00am to 1:00pm. No meals will be provided outside of these operating hours. No meals will be provided for the Thanksgiving holiday weekend of Thursday, November 26, 2009 through Sunday, November 29, 2009.
2. Cancelling **before** the quarter begins: You will need to cancel your meal plan with the **Housing Services Office** if you do 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.
3. Cancelling **after** the quarter 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 We must be able to verify that you have withdrawn from CSULA or moved off campus.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.
4. 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.
5. 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/csulas> (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 our cancellation form as soon as possible to prevent charges from being posted to your student account.
6. 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. If your second (2nd) payment has not posted by the 7th of that month, your student account will be charged a \$20.00 late fee.
7. Meals are not transferable and do not roll over from week to week which means uneaten meals will be lost.
8. The meal swipes cannot be used to feed guests.
9. By signing this agreement you stipulate that you will abide by the Dining Area Etiquette policy to 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, busing your own table and reporting spills to management.
10. 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.
11. 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.
12. 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.
13. 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, nor 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 you 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.
14. All decisions regarding the Meal Plan Program shall be made by the Director of 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.
15. 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.

X

 Signature of Student