



## Meal Plan Change Request Form

Students may request to add or increase their Meal Plan by completing and submitting this form. Students may select only from meal-plan options offered during the current housing contract period. 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  Increase **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

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

***By signing below, you acknowledge that payment of fees 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 or increase, 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 \_\_\_\_ / \_\_\_\_ / \_\_\_\_

One Card. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Cashier's \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PPS verification \_\_\_\_ / \_\_\_\_ / \_\_\_\_