**University Meal Plan Policy & Procedure**

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01. Policy Statement

All full time resident and commuter undergraduate students at Pace University are required to have a Meal Plan. Resident graduate students in Westchester are also required to have a meal plan. The meal plan begins on move-in day each fall and spring and concludes on the last day of scheduled finals. The Meal Plan is structured as a declining balance plan. Any unspent balance will carry over from the fall to spring semester, but will not carry over at the end of the spring semester. Meal plan funds are non-refundable and non-transferable.

02. Reason for Policy

The university is required to offer food services for its students on the premises. Students’ accounts are charged based on their participation level in the plan. Faculty, staff and part time students may purchase meal funds with the completion the Optional Meal Plan form.

03. Who Needs to Know This Policy

All full-time resident students, full-time commuter students (those enrolled for 12 credits or more per semester). All Westchester resident graduate and law school students, and parents. University departments: Auxiliary Services, Dining Services, Financial Aid, the Office of Student Accounts (OSA), the Office of Student Affairs, Residential Life.

Parents

Students
- Full-time resident
- Full-time commuter (12+ credits per semester)
- Graduate resident
- Law School resident

Pace University Offices
- Auxiliary Services
- Dining Services
- Financial Aid
- Office of Student Assistance (OSA)
- Office of Student Affairs
- Residential Life

04. Explanation of Policy and Procedure

Meal Plans are loaded into student accounts in August and January for the fall and spring semesters respectively. Student accounts must be satisfied prior to the load to ensure there will not be an interruption of fund availability.

Students are not permitted to cook in the rooms due to local fire and safety ordinances. Cooking is only allowed in the designated full kitchen areas located in each resident hall.

Various meal plans levels are available. Students may choose a suitable plan, subject to a plan minimum, during the room selection process conducted by Residential Life. Plan names and associated costs are listed on room contracts. Upgrades may also be requested using the Optional Meal Plan form.
Students whose religious practices or medical conditions would disallow them to participate in the minimal University meal plan, must request an exemption.

05. Overview

Student accounts can be satisfied through the Office of Student Assistance (OSA).

New York City Campus (NYC) | Pleasantville (PLV)
---|---
Office of Student Assistance | Office of Student Assistance
Pace University | Pace University
One Pace Plaza | 861 Bedford Road
New York, NY 10038 | Pleasantville, NY 10570
(212) 346-1315 | (914) 773-3741

Toll Free Contact #: (877) 672-1830

White Plains (WP)

Office of Student Assistance
Pace School of Law
78 North Broadway
White Plains, NY 10603
Contact #: (914) 422-4032

06. Responsibilities of Students Seeking an Medical or Religious Exemption

A Meal Plan Exemption Petition Form must be requested from an Auxiliary Services office on any of the three campuses. The form must be completed and submitted along with a signed letter on official letterhead from one of the following:

Licensed Physician/Specialist: if request is due to Medical reasons
Imam, Priest or Rabbi: if request is due to Religious reasons

Submit form and letter to:
Director of Auxiliary Services
Pace University
Kessel Student Center
861 Bedford Road
Pleasantville, NY 10570

An exemption form must be requested from the office of Auxiliary Services on the respective campus.

07. Responsibilities of Students Seeking an Exemption

The student must first meet with the Dining Services Manager from the appropriate campus at least two weeks before the beginning of the semester, or as soon as his/her dietary needs change. The food service team is available to assist and accommodate individuals in planning for special dietary needs. The consultation will be documented, as a reference tool, and used to accommodate the student’s needs.
If, at the conclusion of the consultation with the Dining Services Manager, it is determined that the student’s dietary needs cannot be met, then an appeal for a Meal Plan exemption must be requested. The procedure for seeking a medical exemption should be followed.

**08. Approvals**

Requests for an exemption **do not** guarantee a waiver from the Meal Plan.

If an exemption is granted, the Office of Student Assistance (OSA) will be notified to credit the student’s account accordingly. Credits will be adjusted to reflect any usage of the meal plan.

Exemptions are not automatically renewed each academic year, thus students must reapply each year they are subject to the mandatory meal plan.

**09. Procedure for Adding Funds to an Existing Account via the Optional Meal Plan Form**

Funds may be added to any meal plan account with the completion of the Optional Meal Plan Form (online pdf). The form can be found on the University website via the A-Z index, under Campus Dining ➔ Meal Plan Information ➔ Optional Meal Plan Form.

Alternatively, Dining Services or Meal Plan can be used within the A-Z index to locate the form.

The form can be either; A) completed online and printed, or B) printed and completed by hand. The completed form and form of payment can be submitted in one of three ways.

1. **The form can be submitted in person at:**

   - **New York City Campus**
     - Meal Plan Office
       - 1 Pace Plaza - within Café 101
       - (212) 346-1812
     - Office of Student Accounts Office, OSA
       - 1 Pace Plaza, 1st FL (Hall to right of Security)
       - (212) 346-1315
   - **Pleasantville**
     - Meal Plan Office
       - 861 Bedford Road
       - Kessel Student Center
       - Lower Level
     - Office of Student Accounts Office, OSA
       - 861 Bedford Road
       - Administrative Center
   - **White Plains School of Law**
     - Office of Student Assistance
       - 78 North Broadway
       - White Plains, NY

   Acceptable methods of payment are:
   - Cash (only at OSA office)
   - Check (Payable to: Pace University)
   - Credit Card

2. **Form may be mailed to:**

   - **New York City Campus (NYC)**
     - Office of Student Assistance
     - Pace University
   - **Pleasantville (PLV)**
     - Office of Student Assistance
     - Pace University
   - **White Plains (WP)**
     - Office of Student Assistance
     - Pace School of Law
3. **Form may be faxed to:** (914) 773-3758

11. **Where Can I Find the Necessary Forms Online?**

The meal plan upgrade form may be found online at:

The meal plan exemption form may be obtained, upon request, from the Auxiliary Services Office.