

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. Effective for the 2021-2022 academic year, all incoming students, regardless of grade level, meal plan balances will rollover for the current academic year and must be used by end of the Spring semesters. Meal plan balances are non-refundable and unused funds will be forfeited. For students enrolled prior to July 1, 2021, the meal plan balances will continue to roll over until graduating or leaving the university, phasing out with the graduating class of 2024. Meal plan balances are non-refundable and unused funds will be forfeited.

When an Exigency occurs, the University's primary concern is for the health and safety of students and staff. To address that concern when faced with an occurrence of Exigency, the University may determine that it is necessary, or Pace may be required by government authorities, to reduce or terminate student occupancy (or deny access to) University buildings. In the event of such, Pace has the ability to change its policy and will communicate policy changes to the community

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 students may purchase meal funds with the completion of the Optional Meal Plan form, as well as, online through the link on the Auxiliary Services Meal Plan Information webpage or [Optional Voluntary Funds](#).

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, and Residential Life.

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. Optional meal plan upgrades may also be requested using the Meal Plan Upgrade Form which must be submitted no later than the end of the third week of the start of the semester or through the MyHousing link in the MyPace Portal. MYHousing upgrades can only be before the 1st week of school.

Students whose religious practices or medical conditions would prohibit them to participate in the minimal University meal plan must request an exemption. Exemptions will be accepted up until the end of the third week of the start of the semester unless mid-semester medical changes.

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

New York City Campus (NYC)

Office of Student Assistance
Pace University
156 William Street
New York, NY 10038

Pleasantville (PLV)

Office of Student Assistance
Pace University
861 Bedford Road
Pleasantville, NY 10570

Toll-Free Contact #: (877) 672-1830

White Plains (WP)

Office of Student
Assistance Pace School of
Law
78 North Broadway
White Plains, NY
10603

05. Overview

All full-time resident and commuter undergraduate students are required to have a Meal Plan. Resident graduate students in Westchester are also required to have a meal plan.

All meal plans will be downloaded to the students account once their account has been satisfied with the Office of Student Assistance (OSA).

Upgrades to the meal plan may also be requested using the Meal Plan Upgrade Form OR through the MyHousing link in MyPace Portal. Optional Meal Plan Form is to add optional voluntary funds (same as Flex Dollars) to the account.

Students who have a medical condition or religious dietary restrictions must request an exemption. Exemptions will be accepted up until the end of the third week of the start of the semester unless mid-semester medical changes. Students must reapply each semester unless otherwise stated.

Students with a minimum of 64 credits with a meal plan balance of \$500 or more can request a reduction/exemption. Exemptions will be accepted up until the end of the third week of the start of the semester. Students must reapply each semester as long as they meet the criteria stated above.

All forms can be found under Meal Plan Information and Forms page in the Auxiliary Services webpage, <https://www.pace.edu/auxiliary-services>

06. Responsibilities of Students Seeking an Medical or Religious Exemption

A Meal Plan Reduction and Exemption Petition Form can be found on the Auxiliary Services webpage, <https://www.pace.edu/auxiliary-services>. The form must be completed and submitted along with a signed letter on official letterhead from one of the following:

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

Submit form and letter to:

Auxiliary Services Pace University Elm Hall – Room 133 861 Bedford Road Pleasantville, New York 10570	or	Auxiliary Services Pace University 1 Pace Plaza B-Level New York, New York 10038
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07. Responsibilities of Students Seeking an Exemption

The student must first meet with the Dining Services Manager from the appropriate campus with the first three weeks of the semester, or as soon as their 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 completed. The procedure for seeking a medical exemption should be followed.

08. Approvals

A request for an exemption does 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 semester, thus students must reapply each semester they are subject to the mandatory meal plan.

09. Where Can I Find the Necessary Forms Online?

All meal plan forms can be found online at:

<https://www.pace.edu/auxiliary-services/meal-plan-information-forms>

Auxiliary Services can be reached within the A-Z index at www.pace.edu.

Access the MyPace Portal at portal.pace.edu.

Updated: February 2021