

# Meal Plan Policies & Procedures

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## 01. Policy Statement

All resident and full-time commuter undergraduate students at Pace University are required to have a meal plan. Resident graduate students 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. All meal plans are downloaded to the students account once their account has been satisfied with the Office of Student Accounts (OSA).

## 02. Explanation of Policy and Procedures

Declining Balance Meal Plans are loaded into student accounts in August and January for the fall and spring semesters, respectively. Meal Exchange Meal Swipes are loaded weekly on Sundays. Both meal plan programs are added prior to move-in day. Students' accounts must be satisfied prior to the meal plan being downloaded to ensure there is no interruption of available funds and meal plan usage.

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.

## 03. Meal Plan Structures

Effective as of the 2023-2024 academic year, all incoming freshmen resident students will take part in the Meal Exchange Program. Incoming resident students cannot opt-out of the Meal Exchange Program until their second academic year at the university.

Returning students and transfer students with 32 credits or more (Sophomores, Juniors, Seniors, and resident graduate students) will have Declining Balance Meal Plans as the default meal plan structure. Returning students can choose to opt-in to the Meal Exchange Program.

### a. Meal Exchange Program

Meal Exchange Program is a dining program where a preset amount of meal swipes per week are added onto student's PACE One Card. Meal swipes are loaded every week (while school is in session) until the last week of scheduled finals. Meal swipes may only be used at **on-campus dining locations where meal swipes are accepted**. [Learn more about meal plan swipes.](#)

Meal swipes cannot be advanced or given before the preset weekly reload day. No more than 30 meal swipes can rollover within a semester. After the student has accumulated a total of 30 meal swipes the overage must be used by the following reload day or they will be forfeited. All meal swipes must be used by the end of the Fall and Spring semesters. Unused meal swipes will be forfeited. Dining Points and Flex Dollars are also included in Meal Exchange Program Plans. Dining Points and Flex Dollars rollover for the current academic year and must be used by the end of the Spring semesters.

Dining Points and Flex Dollars are nontransferable and cannot be converted to meal swipes. Meal swipes are also nontransferable and cannot be converted to dining points or flex dollars. Meal plan balances are non-refundable, nontransferable, and unused funds will be forfeited.

#### b. Declining Balance Meal Plan Program

All returning full-time resident and commuter undergraduate students and Resident graduate students will have one of the Declining Balance Meal Plans as the default meal plan structure. The meal plan options for returning students will remain the same. The meal plan begins on move-in day each fall and spring and concludes on the last day of scheduled finals. Meal plan balances are non-refundable, nontransferable, 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.

#### c. Returning Students Opt-in to Meal Exchange Program

Returning students can choose to opt-in to the Meal Exchange Program. Students must submit an Opt-in Meal Exchange Program Form by the end of the third week of the start of the semester. No mid-semester Meal Plan Program changes are allowed. Returning students can choose to revert to a Declining Balance Meal Plan the following semester by submitting an Opt-out Meal Exchange Program Form. All forms must be submitted by the end of the third week of the start of the semester. No mid-semester Meal Plan Program changes are allowed.

## 04. Commuter & Part-time Students

### Commuter Students

All full-time, incoming and returning undergraduate commuter students are automatically enrolled in a mandatory commuter meal plan. Commuters will use Declining Balance Meal Plans only. This plan is designed to offer students the convenience of eating while on campus. Full-time commuter students can choose to convert to the Commuter Meal Exchange Plan by submitting a Meal Plan Upgrade Form by the end of the third week of the semester.

### Part-time Students

Students taking less than 12 credits are considered part-time. Part-time commuter students are not required to have a meal plan. However, part-time students can choose to add a meal plan to their account by submitting a Meal Plan Upgrade Form.

## 05. Meal Plan Upgrades

Various meal plans levels are available. Students may choose to upgrade their meal plan starting at their default meal plan, during the room selection process conducted by Residential Life. Meal Plan options and associated costs are listed on room contracts or [Online the Meal Plans and Buy Up Plans \(PDF\)](#). Optional meal plan upgrades may also be requested using the Meal Plan Upgrade Form which must be submitted online by 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.

## 06. Voluntary (Dawg) Dollars

Voluntary (Dawg) Dollars are funds that are not originally a part of a meal plan that a student can add as a supplement. Voluntary Dollars work the same as Flex Dollars. All additional funds added by students are considered Dawg Dollars. Voluntary (Dawg) Dollars are accepted at all on-campus and off-campus partner locations. Unused voluntary dollars can be refunded at the student's request. Voluntary dollars do not expire and rollover until the student graduates. Students may add Dawg Dollars at any time throughout the semester. To add Dawg Dollars to your account, use the Pace mobile app, visit [Student Accounts](#), [add funds online via credit card or check](#).

## 07. Meal Plan Reduction/Exemptions

Meal Plan Reductions/Exemptions must be submitted by the end of the third week of the start of the semester or unless mid-semester medical changes. Students must reapply each semester unless otherwise stated. Students who have a medical condition or religious dietary restrictions must request an exemption. Students who are fully remote, studying aboard, or have an excessive balance can also apply for a Meal Plan Reduction or Exemption.

All forms can be found on the [Meal Plan Forms page](#) the Auxiliary Services webpage.

### a. Religious

Students whose religious practices prohibit them from participation in the minimal University meal plan can request a meal plan exemption. Meal Plan Exemption-Religious Purpose Form must be submitted by the end of the third week of the start of the semester. Students must provide a signed letter on original letter head from an authorized religious official of a recognized religion providing the specific religious restrictions, as it pertains to dietary needs. The letter is to contain the name of student, religion and to be addressed to Pace University. Students' requests cannot be considered until this information is received.

### b. Medical

Students seeking a Medical Accommodation for Meal Plan Exemption must submit a Meal Plan Medical Accommodation by the end of the third week of the start of the semester unless mid-semester medical changes. After a meal plan waiver is submitted online, the student must contact Student Accessibility Services (SAS) on the campus they attend to request an intake appointment. SAS is responsible for the outcome of all medical accommodation requests.

### c. Online Students

Full-time students who are registered for 9 credits or more remote classes can opt-out of a meal plan for the current semester. Students must submit a meal plan exemption form online by the end of the third week of the start of the semester. A full class schedule with the student's name or UID must be provided, and classes must state "remote".

#### d. Study Abroad and Out-of-State Study

Students who take classes abroad or out-of-state as part of a specialized program are not responsible for having a meal plan. However, it is the student's responsibility to ensure a Meal Plan Exemption Form is submitted. A letter from the department head stating the student's academic status and study location must be submitted with the Meal Plan Exemption Form.

#### e. Veteran Students and Dependents of Veteran Students

Veteran Students that are registered for a full-time class load will be automatically accessed a meal plan. Students can choose to be exempt from the meal plan. Students must submit a Meal Plan Exemption Form by the end of the third week of the classes. The director of Veteran Services at Pace University must contact Auxiliary Services to verify the student's veteran's status. The meal plan is not automatically removed, and it is the student's responsibility to ensure the required forms and documentation is provided by the specified deadline.

#### f. Excessive Declining Balance

Students with a declining meal plan balance of \$500 [dining points and flex dollars] or more can request a meal plan reduction or exemption. Meal Plan Reduction and Exemptions will be accepted until the end of the third week of the start of the semester. Students must reapply each semester if they meet the criteria stated above.

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.

#### 08. Responsibilities of Students Seeking Medical or Religious Exemptions

All forms can be found on the [Meal Plan Forms page](#) under the Auxiliary Services webpage. The form must be completed and submitted online along with contacting SAS and providing additional required documentation from a Licensed Physician/Specialist on official letterhead. For religious exemptions a signed letter from a religious clergy on official letterhead must be provided. Paper meal plan forms are no longer accepted.

## 09. Responsibilities of Students Seeking an Exemption

The student must first meet with the Dining Services Manager from the appropriate campus within 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.

## 10. Meal Plan Waiver Approvals

A request for an exemption does not guarantee a Meal Plan waiver.

Exemptions are not automatically renewed each semester, thus students must reapply each semester they are subject to the mandatory meal plan. An approved meal plan reduction or exemption does not mean the student will get a refund. An approved meal plan form means all or part of the meal plan will be removed. The student must contact OSA to determine if a refund will be issued.