



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 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. All unused meal plan funds will roll over semester to semester/year to year as long as the student is registered. Meal plan funds will be forfeited if not used up by graduation or if the student leaves the university. Meal plans funds are non-transferrable and non-refundable. Any student with over 64 credits (junior standing) may apply for a meal plan reduction if they are carrying over a balance from previous semesters totaling over \$500 in dining dollars.

02. Reason for Policy

The university is required to offer food services for its students on the premises. Student's accounts are charged based on their participation level in the plan. Faculty, staff and part-time students may purchase meal funds with the completion through the Touchnet link on the Auxiliary Services Meal Plan Information webpage or through the meal plan office located on each campus.

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 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.

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. During the room selection process, Residence Life will assign the appropriate minimum meal plan. Plan names and associated costs are listed on room contracts. Upgrades may also be requested using the Resident Meal Plan Upgrade Form or through the MyHousing link in the MyPace Portal.

Students whose religious practices or medical conditions would disallow them to participate in the minimal University meal plan, must request an exemption and fulfill the necessary procedures (see section 6).

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

New York City Campus (NYC)

Office of Student Assistance
Pace University
One Pace Plaza
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 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 by going through the MyHousing link in the portal.

Students who have a medical condition or religious dietary restrictions must request an exemption. Exemptions will be accepted up until the end of the second week of the start of the semester, aligned with the add/drop period from the Office of Student Assistance.



06. Responsibilities of Students Seeking a Reduction or Exemption

Medical or Religious Reduction or 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**
- OR*
- Imam, Priest or Rabbi: if request is due to **Religious reasons**

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

The student must first meet with the Dining Services Director from the appropriate campus by the completion of the first two weeks 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 Director, 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.

Submit form and letter to one of the Auxiliary Services office on-campus.

Excess Funds Reduction
A Meal Plan Reduction form must be requested from an Auxiliary Services' office. The form must then be completed and submitted to any of the Auxiliary Services' offices.

***All exemption and reduction forms must be submitted by the end of the add/drop period to be consider for the current semester.**

07. Approvals

A request for an exemption or reduction does **not** guarantee a waiver from the Meal Plan.

If an exemption or reduction 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 that they are subject to the mandatory meal plan.



08. Procedure for Adding Funds to an Existing Account

Funds may be added to any meal plan account with the completion of the Meal Plan Upgrade form (online pdf). The form can be found on the University website via the A-Z index, under Campus Dining. Funds can also be added through the Touchnet payment link on the Campus Dining webpage.

The completed form and form of payment can be submitted in the following two ways:

1. The form can be submitted in person at:

New York City Campus

Meal Plan Office

1 Pace Plaza - within Café 101

Office of Student Accounts Office, OSA

1 Pace Plaza, 1st FL (Hall to right of Security)

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

09. Where Can I Find the Necessary Forms Online?

Auxiliary Services may be reached within the A-Z index at www.pace.edu or at: <http://www.pace.edu/auxiliary-services>

The meal plan upgrade form may be found online at: <http://www.pace.edu/auxiliary-services/campus-dining-meal-plans>

Access the MyPace Portal at portal.pace.edu.

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