



## Meal Plan Credit Policy

All full time resident students and full time undergraduate commuter students at Pace University are required to have a meal plan. The meal plan begins on check-in day each fall and spring semester and concludes on the last day of scheduled finals. Any unspent balance will carry over each semester until the senior year. Upon graduation from Pace University the meal plan is nonrefundable.

**In response to the current pandemic, Pace University will make the following exceptions to the meal plan policy for the 2020-21 academic year.**

- **Resident students carrying an existing meal plan balance of more than \$500, may request a waiver which would allow students to apply the portion over \$500 against the meal plan assigned in the current semester. For example:**
  - ✓ **If “Student A” currently has a meal plan balance of \$650, and has been assigned a base plan of \$1,910 in the fall, “Student A”, may request a deduction waiver resulting in a revised meal charge of \$1,760 for the current semester (a reduction of \$150).**
  - ✓ **If “Student B” has a meal plan balance over \$500 that is equal to or greater than the cost of the fall/spring assigned meal plan, the student may request a deduction waiver of the full amount of the current semester meal plan.**
- **Commuter students that attend only “online courses” and thus are not physically on campus may waive out of their commuter meal plan and the charge will be removed from their account.**
- **Students with a balance of \$500 or more and at least 64 credits should complete the existing Meal Plan Reduction/Exemption form found at <https://www.pace.edu/auxiliary-services/meal-plan-information>.**

When an Exigency occurs (defined below), the University’s primary concern is for the health and safety of students and staff. In order 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.



An occurrence of an exigency is defined as a temporary and/or semester balance suspension of housing or meals resulting from circumstances beyond the University's control, that limit/disrupt/prevent access to or cause damage to University owned or leased residential housing facilities, including but not limited to public emergencies, government directives, weather related incidents, natural disasters, strikes, civil unrest and epidemics (including the Covid-19 epidemic). Thus,

- If the University terminates the semester prior to the commencement of classes for any reason, including but not limited to an occurrence of Exigency, students will receive a 100% credit of meal plans charges for the current semester. Any such credit will be applied to student accounts.
- If the University terminates the semester due to an occurrence of Exigency prior to the end of the semester, remaining meal plan balances will be rolled into the next semester (except graduating students – see below) and the foregoing waiver policy will apply in the next semester.
- If the University terminates either in fall or spring semester due to an occurrence of Exigency prior to the end of the semester, **students graduating** at the end of that semester will be credited the balance of their meal plans for the semester vacated. Any such credit will be applied to student accounts.
- Resident students, who were provided University meal plans as part of their employee compensation or who otherwise were provided such meal plans without charge, will not receive a credit.

**A meal plan reduction/exemption form has been developed to facilitate student requests.**

All meal plan exemptions will be reviewed upon request. Applications for meal plan reductions/exceptions must be submitted by the second week of a semester (except in cases where a student has received a new medical diagnosis).

All approved waivers are applicable for one semester at a time. Resubmission is required for each new semester.

Students seeking a reduction or exemption must submit the exception form with documentation to the Auxiliary Services Department at [auxiliaryservices@pace.edu](mailto:auxiliaryservices@pace.edu)