

Request for Reduction or Elimination of Required Meal Plan

Concordia University Irvine **requires all residential students** to purchase a meal plan. Freshman and Athlete residents are required to have at least a 14-meal plan (all other students are required to have at least a 10-meal plan). **E-mail and phone requests will not be accepted.**

The last day to appeal a meal plan for the fall semester is Friday, September 11, 2009. All meal plan appeals received prior to June 30, 2009 will be reviewed no later than Friday, September 1, 2009. All other appeals will be reviewed by October 12, 2009. The last day to appeal a meal plan for the spring semester is Wednesday, February 1, 2010. All meal plan appeals received prior to January 4, 2010 will be reviewed no later than January 11, 2010. All other appeals will be reviewed by February 28, 2010. Until you receive notice of appeal decision, you must continue to use your meal plan as you will not be eligible for a refund for meal service prior to receiving the decision of the appeal.

Applicant Information (Please Print Clearly)

Name: _____ E#: _____
Last Name First Name M.I. Concordia Student ID Number

Mailing Address: _____ E-mail Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: () _____

Date of Birth: ____/____/____ Gender: ___ Male ___ Female Cell Phone: () _____

Current Class Standing: Freshman Sophomore Junior Senior Graduate Transfer Student: Yes No

Are you a member of an official Concordia University athletic team: Yes No If yes, what sport? _____

Appeal Option #1: Special dietary/medical needs

To appeal under this option, **you must meet the following conditions**. (1) **You must submit a signed letter from your physician indicating your dietary needs.** The letter should include contact information for your physician's office. It is your responsibility to ensure that all waiver forms are signed so that your physician can freely discuss your appeal with our office. If we are not able to speak directly to your physician, your appeal will be **denied**. **AFTER** receiving a letter from your physician you must then present the letter to the Director of Bon Appétit, Kevin Callahan and (2) Establish that dining services cannot meet your specific dietary needs. **Documentation must then be obtained by the Director of Bon Appétit, Kevin Callahan**, indicating that dining services are unable to accommodate your dietary needs. Failure to provide the indicated documentation will result in the denial of your appeal.

I have met with the student named on this appeal form and discussed his/her dietary/medical needs and the ability of Bon Appétit to accommodate them in the cafeteria. I have recorded the highlights of our discussion below:

 Name of Bon Appétit Director/Representative Signature of Bon Appétit Director/Representative Date

Appeal Option #2: Classes, which interfere with cafeteria hours (Including student teaching)

To appeal under this option, you must (1) submit a copy of your printed class schedule from Banner Web. Unofficial copies or representations will not be accepted and your appeal will be **denied**. (2) You must provide a statement indicating why you are unable to get meals during meal times, specify the days in which the conflict occurs, and have these documents signed by your academic advisor indicating they were reviewed.

Student Teaching: To appeal under this condition as a student teacher you must also submit the required documentation, and have these documents reviewed and signed by the dean of the school. For off campus student teaching these documents must be reviewed and signed by the FS Director. You must also submit additionally paperwork indicating that your FS Director could not accommodate your schedule. Failure to provide the indicated documentation will result in the denial of your appeal.

University Services Use Only

Date Received: _____ Date Reviewed: _____

Approved: _____

Denied: _____

Appeal Option #3: Work Scheduling

To appeal under this option, you must submit the following documentation to support your appeal. (1) You must submit a copy of your class schedule. (2) You must submit a letter explaining conflict between work and meal plan option. (3) You must submit a signed letter from your employer verifying work times, and location of work. Your employer must also indicate that time off for meals are not permitted.

Student Teaching: To appeal under this condition as a student teacher you must also submit the required documentation above, and have these documents reviewed and signed by the FS director indicating that they cannot accommodate your schedule. Failure to provide the indicated documentation will result in the denial of the appeal.

Appeal Option #4: Financial

To appeal under this option, you must submit the following documentation to support your appeal. (1) You must submit a copy of your financial aid statement (2) You must submit a letter explaining your financial hardships (3) Any other supporting documents that may substantiate your need to be excused from having a meal plan. Failure to provide the indicated documentation will result in the denial of your appeal.

Appeal Option #5: Other

If you would like to appeal under a different condition other than options 1 through 4 you must submit the necessary documentation to support your reason(s) for appeal. We will only make decisions based upon the information you give to us so it is in your best interest to provide as with enough documentation to support your claim. Failure to provide support for your appeal will result in the denial of the appeal.

Student Notification and Signature

By signing on the line below, you are certifying all the information provided on this form is true and accurate to the best of your knowledge. False information provided by student and/or others representing the student may result in disciplinary action, denied appeal and/or other consequences for the student appealing the meal plan requirement.

The Meal Plan Committee meets the 2nd week of every month. There are no re-appeal's...therefore, submit all documentation to support your claim; appealed decisions are final and cannot be reversed. The Director of University Services will correspond in regards to this appeal via the student's Eagles' e-mail account. It is the responsibility of the student to check this e-mail to ensure timely processing of the appeal.

Signature of Student

Date