

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Meal Plan Policy

POLICY NUMBER:

EFFECTIVE DATE: March 11, 2016

REVISION DATE:

ACCREDITATION STANDARDS:

POLICY:

It is the policy of Southeastern University that all residential students have a campus meal plan.

PURPOSE:

1. Identify who is required to have a meal plan
2. Provide guidelines for the meal plan appeal process
3. Identify parameters for prorated meal plans

SCOPE:

Residential students

DEFINITIONS:

- Residential student: undergraduate students living on campus
- Residential meal plans:
 - 10 Meal Plan – 10 meals a week (one visit per meal)
 - 14 Meal Plan – 14 meals a week (one visit per meal)
 - 21 Meal Plan – 21 meals a week (one visit per meal)
 - Carte blanche – unlimited (more than one entrance per meal)
 - Education & Social Work Intern Meal Plan – 25 meals per semester; only available for students enrolled in an Education or Social Work internship program and have chosen to live on campus

FORMS AND APPLICABLE DOCUMENTS:

Resident Meal Plan Form

PROCEDURES:

Obtaining a Meal Plan:

All residential students are required to have a residential meal plan. Every residential student must fill out a resident meal plan form prior to Opening Day of the fall semester, or, if a transfer student, Opening Day for the spring semester. If a meal plan is not selected by that deadline, the default 14 Meal Plan will be assigned and charges will be reflected on the student's account.

Meal plans can be changed one time prior to the traditional program drop/add deadline (indicated on the university's calendar) of each semester by filling out a new meal plan form. Meal plan selections will be duplicated for subsequent semesters unless a new meal plan form is

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submitted to the Campus Card office. The meal plan week begins every Monday morning. If a housing assignment is cancelled, the meal plan will also be cancelled.

Appealing a Meal Plan:

The Campus Card office governs the meal plan policy found on page 36 of the Student Handbook. If a student initiates an appeal to the residential meal plan requirement, they are to be referred to the Campus Card office.

The Campus Card office will inform the student of the following information:

- SEU requires all campus residents to have a campus meal plan.
- Chartwells, SEU's food services provider, is committed to providing healthy and nutritious meal choices for all of our students.
- If a student has medical, dietary needs that cannot be met by what is provided on the daily menu, a meeting can be placed with the Food Services Director to explore having a specialized menu cooked to meet their dietary needs. A doctor's note by a licensed physician detailing dietary needs must be submitted on official letterhead to Chartwells for review.
- Only if Chartwells is unable to adequately accommodate the student will he/she be exempt from the meal plan policy.

Meal plan exemptions must be resubmitted with a doctor's note every year for review.

Prorated Meal Plans:

If at any point during a semester a student is expelled or withdraws from the university, the student is responsible for the prorated meal plan costs as of the date of the expulsion/withdrawal. The student will also be responsible for all Fire Funds spent, with unused Fire Funds credited back to the student's account. All proration and Fire Fund adjustments will appear on the student's account after their withdrawal from the university.

DISTRIBUTION:

Residential students inquiring about Southeastern's meal plan policy

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