

Petition for Food Contract Release

First Name: _____ Last Name: _____

Date of Birth: _____ Age: _____ KSU ID: _____

Class Standing: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Other

Number of Full Semesters in the Residence Halls: _____

Permanent Home Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

Current on Campus Hall & Room #: _____

Request Type:

☐ **Medical/Dietary**

Current meal plan: _____

Desired meal plan: _____

☐ **Financial**

☐ **Other**

Desired Term(s):

☐ **Fall**

☐ **Spring**

Signature: _____ **Date:** _____

I certify that my reason(s) for making this request are true and understand that falsification of any material(s) will result in a denial of the petition.

To obtain a contract release, you must prove that there has been a significant unforeseen change in the circumstances since the applicable cancellation date that prohibits you from fulfilling your contract obligations.

Important Notes:

- 1.) All residence halls contracts are for the entire academic year or balance thereof. A residence must have an approved release from the contract in writing to determine changes for the Food Plan.
- 2.) The petitioner must state the reason(s) for requesting a release from the contract.
- 3.) A letter stating your reason(s) for the petition along with all supporting documentation must be provided. Failure to provide the sufficient documentation will result in the denial of this request.
- 4.) Documentation to support the reason(s) must be attached to this petition and returned to University Culinary Services.
- 5.) Submission of this petition does not ensure an approved contract release.

FOR OFFICE USE ONLY

Action Taken:

Reviewed by FLASHcard Office ☐ Reviewed

Petition (check): ☐ Approved ☐ Denied ☐ Deferred to Nutritionist

☐ Deferred to Student Accessibility Services (SAS)

Initials: _____

Explanation: _____

Effective Date: _____

Refund Amount: _____

University Culinary Services- Meal Plan Contract Termination or Change Request

Please review the entirety of this document before submitting your request.

Meal plan contracts are binding for the **full academic year**, or the remainder thereof, and students are required to fulfill this obligation. Once a student has committed to a Housing and Dining contract, changes to that contract are only granted based on extenuating circumstances. Requests are not final until they are reviewed and a determination (approved, denied, or more information requested) is made by University Culinary Services. If more information is needed, the student will be notified through their official Kent State E-Mail. Students should allow 7 to 14 days for initial review and processing. If additional documentation is requested and is not received within 14 days, the request becomes inactive.

Required Supporting Documentation

- **Medical/Dietary:** A medical or dietary request must include documentation from a medical professional within the last 90 days. This documentation must include a description of the student's condition and the specific dietary requirements necessary to meet the needs of that condition. The documentation must be accompanied by **both** a Provider Report form and an Authorization for Release of Confidential Information to allow Housing and Residence Life personnel to speak with the provider of the medical services, if necessary. Consultation between the student and the registered dietitian may be required prior to a final decision being made.
- **Financial Hardship:** Requests for termination or change based upon financial hardship must include evidence of significant change in the student's financial situation since the original contract was submitted. Include documented evidence of extreme financial need by providing copies of the most recent financial aid verification/ awards, evidence of recent employment termination, or evidence of extreme hardship (death of a primary income provider, medical expenses exceeding maximum insurance coverage, etc.). Requests to change or terminate a meal plan for financial savings are not considered valid for a financial hardship request.
- **Other:** Students requesting release or change for other reasons must provide documentation to support their extenuating circumstances. Release and changes of this type are made at the sole discretion of University Culinary Services.

In the event of an authorized contract release from the dining plan portion of the contract, the student would receive a refund in accordance with the following guidelines. The amount of any refund is based on the following schedule within the Housing and Dining Contract:

Weeks Three (3) through Four (4) students receive 75% of the total cost of the applicable dining plan minus the following deductions. Weeks Five (5) through Six (6) students receive 50% of the total cost of the applicable dining plan minus the following deductions.

- 1) Any declining balance used
- 2) The daily rate times the number of days in the semester up until the request was approved
 - a. Daily rate calculated by the cost of the meal portion of the dining plan divided by the number of days in a semester

University Culinary Services agrees to advance to the spring semester the unused portions of all declining balance monies deposited into the student's dining plan account, as long as the student remains an active student at Kent State University.

Funds remaining in the student's dining plan account at the time of the student's departure from the university (for whatever reason, including, but not limited to, graduation, transfer to another university, academic dismissal) shall revert to University Culinary Services and shall not be refunded.

The dining plan account is non-transferable.