



AUXILIARY SERVICES

MEAL PLAN CANCELLATION REQUEST FORM

Instructions: Complete and return to mealplans@asurams.edu.

This form is **required** to be completed prior to any meal plan charges being removed from a student's account; however, if a student is moving out of a University owned, operated or managed residence hall, a cancellation form is **not required** if housing has cancelled the current housing reservation.

Name: _____ Student RAM ID Number: _____

ASU Student Email Address: _____

TERMS AND CONDITIONS:

Residential students who cancel meal plan during the two-week grace period at the beginning of each semester will not be charged for board plan use. Students who cancel meal plans after the grace period will be charged a pro-rated amount based on the days the meal plan was available for use. Board plans will be pro-rated through mid-term. After this date, no accounts will be pro-rated; students will be responsible for paying the full amount of the meal plan. Pro-rations for cancellations of meal plans for students who make purchases for shortened sessions, i.e., A-Term or B-Term, will be allowed a grace period through the Thursday after classes begin, which is typically add/drop. Effective the Friday after classes begin, the student will be responsible for the full amount of the board plan.

Commuter students may cancel a meal plan within two business days from the initial day of activation without penalty. Starting the third business day from the initial activation of the meal plan, the meal plan is non-refundable and no refunds will be processed. If dining dollars were utilized, charges will be based on the actual expenditures through the cancellation date.

ACCEPTANCE OF AND AGREEMENT TO CANCEL MEAL PLAN

By signing/typing my name in the box below, I hereby accept the terms and conditions outlined above and authorize the institution to charge the full cost of the selected meal plan to my student account. I understand that at the end of each semester I will pay the entire cost of the chosen meal plan regardless of how many times the plan is used or when usage begins or ends each semester; unused meal swipes are forfeited. Dining Dollar balances greater than \$10.00 will be credited to the student account within 30 days from the last day of the semester.

All personal data and special categories of sensitive personal data collected or processed by Albany State University (ASU) must comply with the ASU Cybersecurity Program Plan, as authorized by the Board of Regents Policy Manual Section 10.4 Cybersecurity: <https://www.usg.edu/policies>. Anyone suspecting his or her sensitive personal data has been exposed to unauthorized access, report your suspicion to LegalAffairs@asurams.edu. Otherwise, questions concerning GDPR can be forwarded to LegalAffairs@asurams.edu. By typing/signing my name in the box below and submission of this form/application provides consent to and acknowledgment of the ASU Data Security and Privacy Policy.

Signature: _____ Date: _____

Auxiliary Services Department Use ONLY:

Cancellation Processed: _____ Date: _____ Removed by: _____

Auxiliary Services Signature: _____

Date: _____