



FACULTY & STAFF MEAL PLAN CONTRACT

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

Name (print/type): _____ RAM ID Number (900#): _____

ASU Email Address: _____

Meal Plan Options: Select any combination from the options below. NOTE: Meal swipes can be used multiple times throughout the day, including guest swipes. Dining Dollars may be used to purchase breakfast, lunch or dinner in the cafes on both east and west campuses or at any retail establishment, i.e., RAMS Hideaway, Golden Espresso, Chick-fil-A, Pizza Hut, Chilaca or the Food Truck.

	ALL ACCESS 50 (50 meal swipes for fall and spring semesters)	\$410
	Dining Dollars (pay \$150; receive \$170 to spend)	\$150
	Dining Dollars (pay \$200; receive \$226 to spend)	\$200
	Dining Dollars (pay \$250; receive \$283 to spend)	\$250

MEAL PLAN CANCELLATIONS:

Cancellations may be made 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.

TERMS AND CONDITIONS:

- Access to the meal plan is through use of the RAM ID card at the cashier station of the dining hall or retail site. **NO RAM ID CARD, NO MEAL! Replacement card fee for lost, stolen or damaged ID card is \$10 per card.**
- Contracts received and paid in full will be processed and activated within three business days of receiving the contract.
- *Meal plans are valid for fall and spring semesters.* **Meal plans expires at the end of each spring semester no matter which semester it was purchased, i.e., if a meal plan is purchased for fall, the purchaser has fall and spring to utilize the meal plan. At the end of spring semester any unused meal swipes will be forfeited. If a meal plan is purchased for spring, the purchaser has through the end of the spring semester to utilize the meal plan. Any unused meal swipes will be forfeited. A new meal plan must be requested for summer semesters, if desired.**
- **Dining dollars DO NOT carry over to the next semester. Dining dollars must be used in the semester in which purchased. A new dining dollar plan must be requested each semester.**
- Any unused dining dollars will be refunded within 30 days from the last day of the semester via a refund check regardless of how payment was made. Refunds of unused dining dollars may not be used toward the purchase of another meal plan the following semester. Note: unused dining dollars will be refunded at a cost equal to or less than the initial cost of plan, i.e., if the \$150 dining dollar plan is chosen, a refund cannot exceed \$150. For example, if the \$150 dining dollar plan is chosen and a remaining balance of \$50 is left at the end of the semester, a refund of \$30 would be processed.
- The University reserves the right to adjust the types of meal plans offered and pricing structure of each meal plan prior to the beginning of each new semester/summer term. The University will provide faculty/staff with notice of any such changes as early as possible before the beginning of each new semester/summer term; however, meal plans and costs for each semester/summer term are subject to change without notice.

PAYMENT INFORMATION:

- Meal plans must be paid in **FULL** via cash/check/debit/credit card payment or via payroll deduction authorization in order for the meal plan to be activated. **NO EXCEPTIONS.**
- Accepted methods of payment for meal plans at Albany State are cash, debit card, VISA, MasterCard, money order, cashier's check, certified check or by payroll deduction. Meal swipes remaining on account in the event a faculty or staff employee terminates employment at ASU are non-refundable. If the method of payroll deduction is chosen, meal plan must be paid in full within the semester in which the plan is purchased. A maximum of three (3) payroll deductions will occur to ensure the meal plan is paid in full. Payment may be made at RAM Central on West Campus, 1st Floor or paid online.

ACCEPTANCE OF AND AGREEMENT TO MEAL PLAN CONTRACT:

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 meal plan chosen above to my banner account for the semester selected above. I understand that I will pay the entire cost of the chosen meal plan, by the payment method selected above, regardless of how many times the plan is used or when usage begins or ends each semester. I understand that board plans expire at the end of the semester purchased, unused meal swipes are forfeited and unused dining dollars will be refunded to me.

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.

Name (please print)

RAM ID (900#)

Signature

Date

<u>PAYROLL DEDUCTION AUTHORIZATION ACKNOWLEDGEMENT:</u> To be completed by employee.	
Print Name:	
Signature:	Date:

<u>DETAILED PAYROLL DEDUCTION PAYMENTS.</u> To be completed by Auxiliary Services Representative.	
Payment 1:	_____
Payment 2:	_____
Payment 3:	_____
TOTAL:	_____