

Albany State University
Dining Services Meal Plan Contract (MPC)
SUMMER TERM 2017

Primary Campus **Gillionville Road Campus** **Radium Springs Campus**
(Campus where students will take Summer classes)

Housing Status: **Hall 1** **Non-Residential (Commuter)**

Name (print/type): _____ Student ID Number: _____						
Permanent Mailing Address (Home): _____						
		Street Address	Apt. #	City	State	Zip Code
Local Mailing Address: _____						
		Street Address	Apt. #	City	State	Zip Code
Phone Number: Home: _____			Cell Number: _____			
Email Address: _____						

Rams 180 Meal Plan: Summer Term May 22- July 27, 2017		
Rams 180 <i>(with any combination of Breakfast, Lunch or Dinner)</i>	180 Meal Swipes	Total Price: \$794.50

CONTRACTS RECEIVED AND PAID BY FRIDAY, MAY 19th, WILL BE ACTIVATED FOR USE ON MAY 22nd. CONTRACTS RECEIVED AFTER THE DUE DATE AND PAID WILL BE PROCESSED AND ACTIVATED WITHIN THREE DAYS OF RECEIVING THE CONTRACT. LAST DAY TO CHANGE MEAL PLAN IS MAY 24th.

GENERAL INFORMATION:

The Dining Contractor has a seven-day meal plan week. All students with meal plans must take their RAM ID CARD to the dining hall in order to purchase a meal and process payment. **NO RAM ID CARD, NO MEAL!** The ASU RAM ID CARDS are accepted by the dining hall cashiers at designated register stations.

Card activation and use is processed and monitored through the Blackboard Office located in the Card Services Office of Information Technology in JPL-107 for the Radium Springs Campus only.

Any student, faculty, or staff member at Albany State University may elect to purchase a meal plan. Students residing in any ASU housing unit are required to purchase the Summer Meal Plan. Students wishing to appeal the meal plan requirement must submit the required Meal Plan Exemption form to the Meal Plan Coordinator (C108) by the deadline date of each semester as outlined on the appeal form.

Gillionville Campus Meal Plan Exemption forms may be printed from the University's website:

https://www.asurams.edu/archives/west/current/fees_and_costs.php or by navigating to www.asurams.edu, Students/West Campus Cashier's Office/Fees and Costs/ Meal Plan Exemption.

Radium Springs Campus Meal Plan Exemption forms may be printed from the University's website:

<https://www.asurams.edu/asurams.DEV/wp-content/uploads/Meal-Plan-Release-Form.pdf> or by navigating to www.asurams.edu, and click Students/ East Housing/ Housing Forms/ Meal Plan Release.

The University reserves the right to adjust the meal plans and pricing structure of each meal plan prior to the beginning of each new semester/summer term. The University will provide students 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.

TERMS AND CONDITIONS:

Residential students

Students required to purchase a meal plan will be charged the cost of the meal plan chosen and marked on the contract each semester/term.

By signing the contract, the student accepts responsibility for payment of the full cost of the meal plan.

Those mandated to purchase meal plans will pay the entire cost of the chosen plan regardless of how many times the plan is used or when usage begins or ends each semester/ term.

Requests for any contract cancellation must be submitted and approved Kristine Jones, Gillionville Road Campus-Student Center, C-110 or via email at mealplanaw@asurams.edu. Radium Springs Campus contract cancellations will submit to mealplanae@asurams.edu or in the Student Center, C-108. ID cards are deactivated when a student is no longer enrolled at Albany State University, i.e. non-payment, purged, withdrawals.

PAYMENT INFORMATION:

MEAL PLANS MUST BE PAID IN FULL OR HAVE FINANCIAL AID APPROVAL FOR PAYMENT PRIOR TO HOUSING MOVE IN DATE. A STUDENT MAY NOT MOVE INTO ALBANY STATE UNIVERSITY HOUSING IF ALL FEES (Tuition, Fees, Housing and Meal Plan) HAVE NOT BEEN PAID BY THE STUDENT OR PAYMENT IS NOT AUTHORIZED BY THE FINANCIAL AID OFFICE.

Accepted methods of purchasing meal plans at Albany State University are with cash, debit card, VISA, MasterCard, money order, cashier's check, certified check or by charging to the student's financial aid account provided available funds have been verified. **(NO PERSONAL or BUSINESS CHECKS will be accepted for payment of a meal plan.)** The purchase price of meal plans or funds remaining on meal plans if a student withdraws or at the end of the semester are non-refundable.

Payment will be made by (please check one):		
_____ Cash	_____ Visa/MasterCard	_____ Cashier's Check
_____ Debit	_____ Financial Aid	_____ Certified Check

ACCEPTANCE OF AND AGREEMENT TO PAY MEAL PLAN CONTRACT:

I hereby accept the terms and conditions outlined above and authorize the institution to charge the cost of the meal plan to my student account for Summer Term, 2017. I understand that it is my responsibility to pay the meal plan in full or have financial aid approval prior to the beginning of Summer Term, 2017 in order for the meal plan to be activated.

Signature necessary to authorize meal plan charge to your university account.

Name (Please Print)

Student ID Number

Signature

Date

	<u>Gillionville Road Campus</u>	<u>Radium Springs Campus</u>
Remit Payment to	Business Office University Cashier (K121) <u>Gillionville Campus Payment</u> OR www.asurams.edu , and click Students/West Campus Pay Fees *log in through MyDC	Business Office University Cashier (BCB-284) <u>Radium Springs Campus Payment</u> OR www.asurams.edu , and click Students/East Campus/ Pay Fees *log in through Banner Web.
Return Contracts to	Kristine Jones, Auxiliary Services, Albany State University, 2400 Gillionville Road, Albany, Georgia 31707. (229) 317-6672 (fax) Scan Contracts to: mealplanaw@asurams.edu	April Hawkins, Auxiliary Services, Albany State University, 2400 Gillionville Road, Albany, Georgia 31707. (229) 317-6672 (fax) Scan Contracts to: mealplanae@asurams.edu
Additional Questions or Concerns	Kristine Jones, C-110 (229) 317-6771	April Hawkins, C-108 (229) 317-6776
Replacement ID Cards	There is a \$20 fee for all lost or stolen ID's. Student should make payment in the Business Office (K-121) and take receipt A-153.	There is a \$25 fee for all lost or stolen ID's. Student should make payment in the Cashier's Window (BCB 284) and take receipt to JPL-107.



**ALBANY STATE UNIVERSITY
MEAL PLAN PARTICIPANTS
SUMMER TERM, 2017**

BE SURE TO READ THE ENTIRE MEAL PLAN CONTRACT and INFORMATION SHEETS CAREFULLY. KEEP A COPY FOR YOUR RECORDS. Complete all sections on the contract. Incomplete contracts will be returned to the student causing a delay in the student being able to have the meal plan activated.

MEAL PLAN CONTRACTS SHOULD NOT BE RETURNED TO HOUSING.

RETURN CONTRACT TO:

For Gillionville Campus please contact Kristine Jones, Auxiliary Coordinator and submit contracts via e-mail to mealplanaw@asurams.edu or fax 229-317-6672.

For Radium Springs Campus please contact April Hawkins, Meal Plan Coordinator and submit contracts via e-mail to mealplanae@asurams.edu or fax 229-317-6672.

Mail Contact to: Auxiliary Services~ Albany State University~ 2400 Gillionville Road, Albany, Georgia 31707.

May 19, 2017

Contracts Due – Gillionville Road Student Center, Rm. 108

Contracts received by due date and paid-in-full will be activated for use on May 22th. Contracts for NEW STUDENTS received after due date and paid-in-full will be processed and activated within three days of receiving the contract.

May 24, 2017

Deadline to file “Request for Meal Plan Exemption”

Process for Appeal:

A Meal Plan Exemption Request form MUST be filled out and submitted to the Meal Plan Coordinator, Gillionville Road Campus- Student Center, C-108, by the deadline date above in order to process an appeal.

After the form is received in (C-108), the Meal Plan Appeals Committee will meet and make a final decision. Notification will be sent to the student at the email address listed on the form and by mail.

Auxiliary Services Office Summer Hours: M-TH 8:30 AM – 5:30 PM, Phone: (229)-317-6776 or FAX: (229) 317-6672

SUMMER 2017 MEAL SERVING HOURS

Monday – Thursday

Serving & Operational Hours

Breakfast Served:	8:00 a.m. – 9:30 a.m.
Lunch Served:	11:00 a.m. – 1:30 p.m.
Dinner Served:	5:00 p.m. – 6:30 p.m.

Friday - Sunday

Serving & Operational Hours

Brunch Served:	11:00 a.m. – 12:00 p.m.
Dinner Served:	5:00 p.m. – 6:00 p.m.

STUDENTS ARE REQUIRED TO HAVE A RAM ID CARD TO PURCHASE A MEAL.

ID/RAM CARDS ARE MADE IN THE INFORMATION TECHNOLOGY SERVICES OFFICE (JPL 107)

HELP DESK SUMMER SEMESTER HOURS (for IDs) ARE: Monday - Thursday, 7:30 a.m. – 6:00 p.m.
Copy of Semester Schedule is required to have ID made.

Monday, May 22, 2017 Meal plan BEGINS with breakfast, 8:00 a.m.
Thursday, July 27, 2017 Meal plan ENDS with brunch, 1:30 p.m.

Students who arrive on campus before registration day are responsible for purchasing their own meals.
Food Service will not be open and the meal plan does not begin until 8:00 a.m. on first day of classes, May 22nd.

Patrons who do not have meal plans will continue to be able to purchase meals during normal operational hours.

DINING HALL CLOSED DATES

Memorial Day Holiday –Monday, May 29, 2017 no breakfast. Reopen, Monday, May 29, 2017 for lunch at 11:00 a.m.

July 3rd – Closed Monday, July 3, 2017. Transition to new dining contractor.

July 4th Holiday – Closed Tuesday, July 4, 2017. Reopens Wednesday, July 5, 2017 for breakfast at 8:00 a.m.

Confidentiality Notice

This contract and any attachments may contain private, confidential, and privileged information for the sole use of the intended recipient. If you are not the intended recipient, any dissemination, distribution or copying is strictly prohibited. If you think that you have received this document in error, please contact the sender, keep confidential and immediately destroy the information.