



## **Dining Services Student Refund Policy**

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing [accessiblepolicy@wcupa.edu](mailto:accessiblepolicy@wcupa.edu)

### **Purpose and Scope**

As part of providing a comprehensive collegiate experience, a variety of dining services are provided to the entire West Chester University community on the main campus. This policy outlines the steps a WCU student would take to receive a refund of any or all of the meal plan fee they paid for a given semester or time period. This policy only applies to students who have purchased a meal plan either based on their campus housing status or if they opted to select one voluntarily.

### **Policy Statement**

Students who purchase a meal plan must take appropriate action to cancel the meal plan to receive a full or partial refund. The amount of the refund will depend on the timing of the cancellation. Requests received by the University after the first day of classes for the appropriate time period are generally pro-rated. All financial adjustments related to a meal plan are recorded on the student's account with the Office of the Bursar.

### **Policy Framework**



## UNIVERSITY POLICY

All students residing in a North Campus residence hall must purchase a University meal plan as a condition of occupancy. Students with medical issues who cannot meet this requirement may request a meal waiver by contacting the Office of Residence Life and Housing Services or set a meeting with the Dining Services executive chef to develop a personalized menu for the student based on their dietary needs.

Students in a North Campus residence hall who leave campus housing during a semester or time period may request a cancellation of their meal plan at the time they request a cancellation of their housing assignment. Approved requests will receive a pro-rated refund except under unusual circumstances. Students who are approved to cancel their housing assignment prior to the start of the period of occupancy will have their meal plan fee refunded in full.

Residents of the South Campus Apartments, The Village and East Village, and the College Arms Apartments, as well as off-campus and commuting students, may purchase any meal plan offered on a voluntary basis. These students may cancel their meal plan during the first two weeks of the semester or time period and receive a pro-rated refund. Any requests for a cancellation after this period will only be accommodated based on extenuating circumstances, unless the student is separating themselves from the University for that term. These requests are made through the Office of the Bursar.

### **Procedures**



## UNIVERSITY POLICY

Students who live in campus housing should contact the appropriate management office (Residence Life and Housing Services for University operated facilities and the Leasing Office for University Student Housing LLC) to begin the housing and meal plan cancellation process. Each office has forms and procedures to be followed to successfully complete the process. Once completed, the meal plan fee will be refunded, in full prior to the start of the semester or time period or pro-rated for those requests approved after the start of classes.

Students who live off campus or commute from a family residence should make their cancellation request by contacting the Office of the Bursar. Once approved, the meal plan fee will be refunded, in full prior to the start of the semester or time period or pro-rated for those requests approved after the start of classes.

### **Definitions**

**Meal Plan** – any of the meal packages offered by the University during a given semester or time period. Only certain meal plans are available to residents of the North Campus residence halls. Meal plans have a duration of one semester or time period.

**Residence Halls** – those student housing facilities operated by the University (Goshen, Killinger, Schmidt and Tyson Halls) or University Student Housing, LLC (Allegheny, Brandywine, Commonwealth and University Halls).

**Reviewed by:** Dr. Zebulun Davenport, Vice President for Student Affairs, and Christina Brenner, Assistant Dean of Students and Policy Designee for the Division of Student Affairs

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**Approved by:**



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