

Meal Plan & Café Cash Cancellation Policy

Meal Plan Termination by Residential Student

All students living in University housing (excluding Roddey Hall) are required to have a meal plan and may only terminate their plan for one of the following reasons:

- a. Withdrawal from Winthrop University
- b. Medical condition with dietary requirements that cannot be met by Dining Services. Documentation from a medical doctor must be provided along with specific dietary requirements. This documentation will be reviewed by Dining Services Administration
- c. Other circumstances determined by the University to be beyond the student's control

The student must provide the necessary documentation for any of the above reasons before a decision on the cancellation of a meal plan will be considered. Termination requests must go through the Department of Residence Life located at 237 DiGiorgio Campus Center. The Department of Dining Services and the Department of Residence Life will determine any refund amounts based on the usage of the meal plan and current balance of Café Cash. The student will be responsible for all fees related to termination of the meal plan. This policy also includes all Courtyard students.

Students may change their meal plans through the Department of Residence Life until 5pm on the first Friday after classes start.

Café Cash & Bookstore Bucks

Café Cash that is added to an account is refundable with an administrative fee. Café Cash that is associated to a meal plan is non-refundable. All refund requests must be completed in person in the Dining Services' Office located at 112 Thomson Hall. The student will be responsible for a \$20 administrative fee which will be applied toward the refund. A check will be processed and mailed within 4 to 6 weeks following the request.

Meal Plan Termination by Commuter Students

Commuter students are not required but encouraged to have a meal plan (including Roddey Hall). Students may change or terminate their meal plan in the Dining Services' Office until 5pm on the first Friday after classes start with no penalty. Termination requests after that date, and only for the following 6 weeks, must be completed in person in the Dining Services' Office located at 112 Thomson Hall. The student may be required to provide necessary documentation before a decision is made. The Department of Dining Services will determine any refund amounts based on the usage of the meal plan and current balance of Café Cash. The student will be responsible for a \$20 administrative fee which will be applied toward the refund. A check will be processed and mailed within 4 to 6 weeks following the request. After 6 weeks the termination requests will not be approved unless the student is withdrawing from the university.