



## MEAL PLAN TERMS & CONDITIONS

### 1. PAYMENT OPTIONS

Mailing address to send Meal Plan Applications with payment in full or down payment	Cash, Check or Credit Card Payments can be made at these locations:
The Foundation for CSUSB Attn: Accounting Office Meal Plans 5500 University Parkway San Bernardino, CA 92407	In the Dining Services Office, Commons Room 219 <b>M-F 9am-3:30pm</b> Bursars Office, Sierra Hall <b>M-F 8am-5pm</b> Online payments can be made at <a href="http://www.paypal.com">www.paypal.com</a>

#### PayPal Instructions

A. Go to <a href="http://www.paypal.com">www.paypal.com</a> B. Create a personal account C. Login under your personal account D. Select the <i>Send Money</i> Tab 1. Enter <a href="mailto:mealplans@csusb.edu">mealplans@csusb.edu</a> in the <i>To (email or mobile phone box)</i> 2. Enter Dollar amount in the <i>Amount Box</i> E. Under, <i>This is a purchase of</i> , select Services	F. Select, continue G. Review your payment screen 1. Scroll to the <i>Email Recipient</i> section (bottom of page) 2. <u>Subject line</u> , enter Meal Plan Payment 3. <u>Message box</u> , enter Student's full name and CSUSB ID # (This is required so we can correctly apply the payment) H. Select, <i>Send Money</i>
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### 2. CANCELLATION POLICY

Meal Plan contracts are based on the current academic year and include Fall 2010, Winter 2011, and Spring 2011. Cancellations are only accepted from students who officially withdraw from CSUSB or move out of the Residence Hall and submit a Meal Plan Cancellation Form. All other cancellation requests will be reviewed by the Meal Plan Administrator and are subject to approval. Submitting a cancellation request does not imply approval. Approved cancellations are subject to a \$30 Cancellation Fee and a weekly charge for the number of weeks on meal plan up to the cancellation date. Cancellation is not based on the amount you have not used on your meal plan.

### 3. LOST MEAL PLAN CARDS

Treat your CSUSB ID card as if it were a credit/debit card. If you should lose it, please call the Meal Plan Administrator at (909) 537-3714 as soon as you notice it is missing so we can deactivate it.

### 4. APPLICATION SUBMITTAL PROCEDURE

In order to be issued a meal plan by the Meal Plan Administrator, we require that this application be filled out in its entirety and returned to the Meal Plan Office along with your payment. Once we receive your application and payment, your meal plan dollars will be put on your CSUSB ID Card at the beginning of each quarter of your meal plan contract. Additional information can be found on the website at: <http://csusbdining.com/index.html>

### 5. SHARING FINANCIAL INFORMATION

Per University policy, financial information regarding meal plan accounts cannot be released to anyone other than the student if they are 18 years or older. Students may complete Section 2, on the application, to grant the Foundation for CSUSB authorization to release meal plan information to a parent or guardian.

### 6. MISCELLANEOUS INFORMATION

**Meal Plan dollars are not transferable and do not roll over from quarter to quarter. Unused funds will be lost.** Funds must be used by the last day of each quarter. Approved cancellations can take 4-6 weeks to process. Meal Plans may be changed only during the first two weeks each quarter. Students who are placed in Serrano Village without kitchens are mandated by the Student Housing License Agreement to purchase a Meal Plan. **You should not accept the housing assignment at Serrano Village if you do not want or cannot afford a Meal Plan. There are no exceptions to this requirement.**

**All decisions regarding the Meal Plan Program shall be made by the Foundation Meal Plan Administrator. All questions and requests should be directed to the Meal Plan Administrator at (909) 537-3714 or by email at [mealplans@csusb.edu](mailto:mealplans@csusb.edu).**

### 7. SIGNATURE(S)

I verify that I have read the Meal Plan Terms and Conditions and fully understand the terms, conditions and costs associated with having a meal plan at California State University, San Bernardino.

X	X
Signature of Student	Signature of Parent (if student is under age 18)