

**SECTION:** Business Affairs/Business Services  
**SUBJECT:** Meal Plan Student Rebate Policy with Event Sheet

**ISSUED BY:** Assistant Vice President for Business Affairs  
**REPLACES:**  
**APPROVED BY:** Vice President for Business Affairs and Treasurer  
**EFFECTIVE DATE:** August 15, 2003

### **Meal plan student rebate policy**

The College understands students will miss cafeteria meals for a variety of reasons, many of which are personal choices of each student. There are times when a student may miss a meal or meals for a College related or College sponsored function. The rebate schedule in this section has been designed to provide a refund to the student or department in specific cases.

Descriptions of each meal rebate plan may be found in policies 300.2.5.2 through 300.2.5.6 of the Administrative Policy Manual:

- 300.2.5.2 Plan A – Food in Exchange for Meals Missed
- 300.2.5.3 Plan B – Banquet Meals
- 300.2.5.4 Plan C – Missed Meals
- 300.2.5.4.1 Plan C – Missed Meals (Student Teachers)
- 300.2.5.5 Plan D – Fasting During A Meal
- 300.2.5.6 Plan E – Student with Severe Medical Problem Rebate Plan for Meals

When a meal or meals are missed due to a College related or sponsored function the consent of each student involved must be obtained before a rebate is given. In order to request a rebate for students an Event Sheet and Student Identification Sheet must be completed, providing all pertinent information. In each rebate plan the Event Sheet and Student Identification Sheet process and procedure will be exactly the same. In addition, each student must have adequate number of meals left in the week to cover the rebate. The number of meals per week is counted from Monday breakfast to Sunday dinner. Detailed instructions are listed below.

An Event Sheet may be obtained from the following additional places:

- Pioneer Food Service Office in the Cafeteria.
- Business Affairs Office, 2<sup>nd</sup> floor of the Hager Administration Building.

Instructions for the Event Sheet and Student Identification Sheet:

1. Complete the Event Sheet.
  - Secure approval from Department Head, Faculty Sponsor or RD.
2. Student Identification Sheet.
  - Each participating student must be listed on the Student Identification Sheet by name, student ID number and signature.
3. Attach to the Student Identification Sheet a typed, alphabetized list with ID numbers.
4. Deliver the completed documents to the Assistant Vice President for Business Affairs 10 days prior to the event.

November 2007



# EVENT SHEET STUDENT REBATE POLICY

Date and Time Submitted \_\_\_\_\_

**ATTENTION:** This form must be completed and submitted to the Assistant Vice President for Business Affairs 10 days prior to event – no exceptions will be made.

Function name \_\_\_\_\_

Contact person \_\_\_\_\_ Phone number \_\_\_\_\_

### MEAL PLAN A – FOOD IN EXCHANGE FOR MEALS MISSED

- Food to be picked up date and time. Date \_\_\_\_\_ Time \_\_\_\_\_  
 Breakfast Lunch Dinner – first meal missed: Date \_\_\_\_\_  
 Breakfast Lunch Dinner – last meal missed: Date \_\_\_\_\_
- On a separate sheet of paper list the food items and amounts needed.

### MEAL PLAN B – BANQUET MEALS

- Banquet Meal (Circle one)  
 Breakfast Lunch Dinner Date \_\_\_\_\_ Time \_\_\_\_\_
- Departmental rebate, please list budget line item(s) to be credited \_\_\_\_\_

### MEAL PLAN C – MISSED MEALS

- Missed Meals (Circle one)  
 Breakfast Lunch Dinner – first meal missed: Date \_\_\_\_\_  
 Breakfast Lunch Dinner – last meal missed: Date \_\_\_\_\_
- Rebate should be given to: Student(s) yes or no \_\_\_\_\_ Department budget line # \_\_\_\_\_

### MEAL PLAN D – FASTING DURING A MEAL

- Date of Fast (Circle one)  
 Breakfast Lunch Dinner Date \_\_\_\_\_
- Departmental rebate, please list budget line item(s) to be credited \_\_\_\_\_

### CHECK LIST:

- Each student must approve the assignment of rebate on the attached Student Identification Sheet.
- In all cases, the list of student's names, ID numbers and signatures with typed, alphabetized list must accompany this request.
- Signed by Department Head, Faculty Sponsor or R.D.
- Deliver completed paperwork to Assistant Vice President for Business Affairs.

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
DEPARTMENT HEAD, FACULTY SPONSOR OR R.D.

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
ASSISTANT VICE PRESIDENT FOR BUSINESS AFFAIRS

### BUSINESS OFFICE USE ONLY

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
DIRECTOR OF FOOD SERVICE



**STUDENT IDENTIFICATION SHEET**  
(Attachment for EVENT SHEET)

The amount of rebate for this event will be assigned to \_\_\_\_\_.

Student Name (Please print)	ID Number	Student Signature
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		
13. _____		
14. _____		
15. _____		
16. _____		
17. _____		
18. _____		
19. _____		
20. _____		

Use another sheet of paper or a copy of this page for additional student names.

*In all cases, this list of student's names, ID numbers and signatures must be accompanied by a typed, alphabetized list.*