

SECTION: Business Affairs/Business Services
SUBJECT: Student Teachers (Plan C – Missed Meals)

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

Student Teachers (Plan C – Missed Meals)

To receive rebates for plans A, B, C, and D all forms listed below must be completed and delivered to the Assistant Vice President for Business Affairs, no later than, 10 days prior to the event. Please follow the detailed instructions below.

Criteria for Student Teachers Rebate

1. Because the Spring Break for Asbury College is different from local county school system's Spring Break, student teachers may remain on Campus when the cafeteria is closed.
2. Student teachers **may not** have a rebate for missed meals during the week for county school system break.
3. Typical rebate schedules for this event are as follows:
 Asbury College Spring Break begins Saturday A.M. to Sunday Noon (week later.)
 - 20 Meal Plan -Rebate for 23 meals at the average cost of a meal on this plan.
 - 14 Meal Plan -Rebate for 16 meals the average cost of a meal on this plan.
 - 7 Meal Plan -Rebate for 8 meals at the average cost of a meal on this plan.

Detailed Instructions:

An Event Sheet may be obtained from the following places:

- Pioneer Food Service Office in the Cafeteria
- Business Affairs Office, 2nd floor of the Hagar Administration Building
- Administrative Policy Manual - 300.2.5.1 Meal Plan Student Rebate Policy Event Sheet.

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 Spring Break.