

**SECTION: Business Affairs/Business Services**  
**SUBJECT: 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

### **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 Plan C**

1. The function must be an official college function (i.e.; Washington Federal Seminar, Band trips).
2. The function must be three full days or more in length to qualify for the rebate. Rebates for partial days will only be given to students on the 20 Meal Plan. Students on the 7 Meal Plan or 14 Meal Plan will not be rebated for partial days. The rebate will be given as follows:
  - 20 Meal Plan - Rebate for 3 meals per day at the average cost of a meal on this plan.
  - 14 Meal Plan - Rebate for 2 meals per day at the average cost of a meal on this plan.
  - 7 Meal Plan - Rebate for 1 meal per day at the average cost of a meal on this plan.
3. It is understood that if a student's name appears on the list, they will not be permitted to eat those meals in the cafeteria. If the student eats in the cafeteria, the group or the individual will not receive the rebate for said student.
4. If a department desires to have the rebate returned to the department instead of the student the department account number must be listed on the Event Sheet.

#### **Detailed Instructions:**

An Event Sheet may be obtained from the following places:

- Pioneer Food Service Office in the Cafeteria
- Business Affairs Office, 2<sup>nd</sup> 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 the event.