



FACULTY AND STAFF Meal Plan Contract

Instructions: Complete and return contracts to mealplans@asurams.edu.

Please select the corresponding term session: ___ FALL ___ SPRING ___ SUMMER

Name (print/type): _____ RAM ID Number (900#): _____

ASU Email Address: _____

MEAL PLAN SELECTION: Select any combination from the options below. *NOTE: Only one swipe per meal serving period allowed, i.e., one swipe for breakfast per day, one swipe for lunch per day and one swipe for dinner per day.* Dining Dollars may be used to purchase breakfast, lunch or dinner in the cafes on both east and west campuses or at any retail establishment, i.e., RAMS Hideaway, Golden Espresso, Chick-fil-A, Pizza Hut, Chilaca or the Food Truck.

<i>Meal Plan Options:</i>		
<input type="checkbox"/>	Block 25 (25 meal swipes per semester)	\$185
<input type="checkbox"/>	Block 50 (50 meal swipes per semester)	\$360
<input type="checkbox"/>	Block 75 (75 meal swipes per semester)	\$525
<input type="checkbox"/>	Dining Dollars (pay \$150; receive \$170 to spend)	\$150
<input type="checkbox"/>	Dining Dollars (pay \$200; receive \$226 to spend)	\$200
<input type="checkbox"/>	Dining Dollars (pay \$250; receive \$283 to spend)	\$250

GENERAL INFORMATION:
 Access to the meal plan is through use of the RAM ID card at the cashier station of the dining hall or retail site.
NO RAM ID CARD, NO MEAL! Replacement card fee for lost, stolen or damaged ID card is \$25 per card.

MEAL PLAN CANCELLATIONS:
 Faculty and staff may cancel a chosen meal plan within two business days from the initial day of activation without penalty. Starting the third business day from the initial activation of the meal plan, the meal plan is non-refundable and no refunds will be processed. If dining dollars were utilized, charges will be based on the actual expenditures through the cancellation date.

TERMS AND CONDITIONS:
 Contracts received and paid in full will be processed and activated within three business days of receiving the contract. If payment is via cash/debit/credit card, the receipt must be presented to the meal plan office to verify the meal plan has been paid in full before activation can occur. If payroll deduction is selected as the payment method of choice, the payroll deduction authorization section on the following page must be completed before meal plan activation can occur.

Meal plans have an expiration date. The meal plan expires at the end of the semester in which it is purchased. Any unused meal swipes will be forfeited. Meal swipes and dining dollars DO NOT carry forward to the next semester. A new meal plan must be requested each semester, if desired.

Any unused dining dollars will be refunded within 30 days from the last day of the semester via a refund check regardless of how payment was made. Refunds of unused dining dollars may not be used toward the purchase of another meal plan the following

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TERMS AND CONDITIONS:

semester. Note: unused dining dollars will be refunded at a cost equal to or less than the initial cost of plan, i.e., if the \$150 dining dollar plan is chosen, a refund cannot exceed \$150. For example, if the \$150 dining dollar plan is chosen and a remaining balance of \$50 is left at the end of the semester, a refund of \$30 would be processed.

The University reserves the right to adjust the types of meal plans offered and pricing structure of each meal plan prior to the beginning of each new semester/summer term. The University will provide faculty/staff with notice of any such changes as early as possible before the beginning of each new semester/summer term; however, meal plans and costs for each semester/summer term are subject to change without notice.

PAYMENT INFORMATION:

Meal plans must be paid in **FULL** vial cash/check/debit/credit card payment or via payroll deduction authorization in order for the meal plan to be activated. **NO EXCEPTIONS.**

Accepted methods of payment for meal plans at Albany State are cash, debit card, VISA, MasterCard, money order, cashier’s check, certified check or by payroll deduction. Meal swipes remaining on account in the event a faculty or staff employee terminates employment at ASU are non-refundable. If the method of payroll deduction is chosen, meal plan must be paid in full within the semester in which the plan is purchased. A maximum of three (3) payroll deductions will occur to ensure the meal plan is paid in full. Payment may be made at RAM Central on West Campus, 1st Floor or paid online.

ACCEPTANCE OF AND AGREEMENT TO MEAL PLAN CONTRACT:

I hereby accept the terms and conditions outlined above and authorize the institution to charge the full cost of the meal plan chosen above to my banner account for the semester selected above. I understand that I will pay the entire cost of the chosen meal plan, by the payment method selected above, regardless of how many times the plan is used or when usage begins or ends each semester. I understand that board plans expire at the end of the semester purchased, unused meal swipes are forfeited and unused dining dollars will be refunded to me.

Name (please print)

RAM ID (900#)

Signature

Date

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To be completed by: Auxiliary Services Personnel ONLY:	
Charged to Banner Account:	Date: _____ Charged by: _____
Auxiliary Services Title:	
Print Name:	
Auxiliary Services Signature:	Date:

DETAILED PAYROLL DEDUCTION PAYMENTS. To be completed by: Auxiliary Services Personnel.	
Payment 1:	_____
Payment 2:	_____
Payment 3:	_____
TOTAL:	_____

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