

EVERGREEN

Residential and Dining Services *(updated August 2011)*

Meal Plan Exemption Process

This application is for students living on campus who fall under the requirement of the college policy governing meal plans and on campus residency who would like to apply for a lower meal plan or be exempted from the meal plan requirement.

The College policy requires that freshmen (40 credits or less) living in Housing must be on a freshman meal plan. This requirement is for the full academic year. You are automatically exempted if you are:

- A sophomore status (more that 40 earned college level credits).
- Living off campus.
- A returning resident who lived on campus with a meal plan for three quarters.
- Participating in an academic program that requires you to be out of Thurston County for more than 30 days in the quarter. (You will need to provide documentation so that committee can release you from your contract.)

Application process for exemption/reduction of meal plan: If you do not fall in any of the above categories and feel you have reason to reduce or be exempt from the meal plan requirement, this is the application for you. There are three parts to the application:

- **Part I:** Application – must be completed and signed at the bottom of the page.
- **Part II:** A written essay that details why you require an exemption/reduction (see application for details).
- **Part III:** Written documentation supporting your reason for application.

Once you have completed the application, submit it to the Office of Residential and Dining Services on the 3rd floor of A building. The exemption committee reviews all applications and determines your future meal plan status. The committee meets once a month throughout the entire year. After your application has been reviewed, your meal plan status will be e-mailed within two business days after the committee meeting and a formal letter will be mailed to your campus address.

If the Exemption Committee does not approve your initial application, you may appeal the decision to the Director of Residential and Dining Services. *You are expected to provide either new or clarifying information with your appeal letter.*

Some things to keep in mind:

- Refunds will be prorated from the time the application is approved for an exemption.
- All applications will be reviewed and you will be notified of any missing documentation.
- If you submit the application after bills are due, it is recommended that you pay for your meal plan and if you are approved for a reduction/exemption, a refund will be processed provided there is no outstanding balance on your student account.

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Meal Plan Exemption Application *(updated August 2011)*

Part I: Application

Name _____ A # _____

Currently on:

Reduce to:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Unlimited | <input type="checkbox"/> Another Freshman Plan _____ |
| <input type="checkbox"/> Green Plan | <input type="checkbox"/> Voluntary Plan 1 _____ |
| <input type="checkbox"/> Gold Plan | <input type="checkbox"/> No Plan |
| <input type="checkbox"/> Silver Plan | |
| <input type="checkbox"/> Flex Plan | |

Part II: Personal Statement (please attach) – Provide an essay which details why a reduction/exemption of the meal plan is required. It must be clear in your statement how you will provide and prepare your own meals if not eating in the dining room.

Part III: Documentation (please attach) – Reason(s) for applying – Check the reason you are applying for a meal plan reduction/exemption. Supply the appropriate documentation. Refer to the end of the application for the specific documentation required for each reason.

- | | | | | | | |
|---|--------------------------|-----------|--------------------------|-----------|--------------------------|-------|
| <input type="checkbox"/> Medical | | | | | | |
| <input type="checkbox"/> Non Medical | | | | | | |
| <input type="checkbox"/> Dietary Preference | <input type="checkbox"/> | Religious | <input type="checkbox"/> | Financial | <input type="checkbox"/> | Other |

It is recommended that you make a copy of this application and keep it for your files. Your signature below indicates that you have read the information sheet and application completely and understand the procedures. Your signature also gives permission to the coordinator of the committee to share documentation with other members of the committee and to other departments on campus such as Admissions and SASS, to assist in your case if necessary. Confidentiality is ensured.

Student Signature _____ Date _____

Office Use Only

Date Received _____

Date Responded _____

Reasons for a reduction/exemption from the meal plan and the type of documentation required.

The committee will need the written documentation to review your case. This documentation is required as we are a state institution and all files in the department are subject to audit and a justification for a meal plan exemption or reduction is required for each and every case.

Traditionally the reasons listed below, **have not been sufficient in granting an exemption:**

- Reporting not liking the food.
- Stating that the meal schedule does not fit ones personal schedule.
- Being a vegetarian, vegan, or needing to be on a gluten-free diet.
- Reporting that one cannot eat all their “meal plan meals” in a quarter.

Medical:

- **Medical Documentation:** A letter on letterhead from an MD, DO, or ND (letters from Chiropractors and Herbalists are not accepted) is required stating your Medical reasons for being exempted from the meal plan including a medical diagnosis and specifying what diet you should be following. In the event of food intolerance/allergies, the medical provider must state specifically which food(s) you cannot consume and what the allergic reaction(s) are. Your medical provider can fax the documentation directly to us as 360-867-6681.

Non Medical

- **Religious Documentation:** A letter evaluating your particular situation from the religious leader or student association advisor, must accompany your application. Your religion and any dietary guidelines must be stated in this letter. You must also indicate in your personal statement how you will obtain, store and prepare your food during the quarter.
- **Financial Documentation:** Documentation such as your financial aid package must show significant financial hardship as well as how this exemption/reduction will be part of your financial solution. If you are to be exempted from the meal plan, you must indicate in your personal statement how you will obtain, pay, store and prepare your food during the quarter. If you have a job you must submit employment documentation.
- **Dietary Preference Documentation/ Other:** Submit sufficient documentation to support why the meal plan is a hardship. Campus dining services is committed to providing vegetarian, vegan, and gluten free options daily. There are also options for special chef requests if students have food allergies. If you are stating a dietary preference you will need to document how you have spoken with the manager of dining services and have tried alternatives and document why these options are not working. You may want to include a nutritional program, a weekly menu, or a daily caloric intake of foods you’ll be consuming.