

# EVERGREEN

## Residential and Dining Services 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:

- Have more than 40 credits when you moved into housing in the fall.
- Live off campus.
- Are a returning resident who lived on campus with a meal plan for three quarters.
- Live in on campus family Housing with dependent children.
- Participate in an academic program that requires you to be out of Thurston County for more than 30 days in the quarter.

### Important things to keep in mind:

- We encourage students to apply for an exemption at least a month before the beginning of the quarter. If you apply after a quarter has begun, please note that even if you are granted a full exemption, you will not get a full refund (because we contract with an outside vendor, meal plans pay out funds on a weekly basis whether they are used or not).
- During the application or appeal process (while you are waiting to hear back from the committee) **continue to use your current meal plan. Your meal plan is still considered active and you will be charged the weekly rate whether used or not.**
- 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.

**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.
- **Part III:** Written documentation supporting your reason for application. If you have questions, please inquire with Residential and Dining Services about which documents would complete your application.

Once you have completed the application, submit it to the Office of Residential and Dining Services on the 3<sup>rd</sup> floor of A building. The exemption committee reviews all applications and determines your future meal plan status. The committee strives to meet and render decisions on applications in two weeks. After your application has been reviewed, your meal plan status will be e-mailed to your Evergreen email within two business days after the committee meeting-

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.*

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## Residential and Dining Services Meal Plan Exemption Application

### Part I: Application

Name \_\_\_\_\_ A # \_\_\_\_\_

Telephone Contact: \_\_\_\_\_

Currently on:

- Green Plan
- Gold Plan
- Silver Plan
- Bronze Plan
- Flex Plan

Reduce to:

- Another Freshman Plan \_\_\_\_\_
- Voluntary Plan 1 \_\_\_\_\_
- No 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.

- Medical
- Non Medical
  - Religious
  - Financial
- 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.

**Medical:** Two or more forms of documentation are required.

- **Diagnosis:** A letter on letterhead from an MD or DO (letters from Chiropractors and Herbalists are not accepted) is required stating your Medical diagnosis. In the event of food intolerance/allergies, the doctor must state specifically which food(s) you cannot consume and what the allergic reaction(s) are. Your doctor can fax the documentation directly to us at 360-867-6681.
- **Diet:** A diet you are to follow for your medical condition and/or for food allergies. This includes a sample menu for meals/snack for 3 days, foods you are to avoid and foods you can eat.
- **Cholesterol Level/Date Taken:** In regards to high cholesterol/lipid levels, results from a recent cholesterol lab test or multiple lab results and the dates taken must be indicated. This can be included in the doctor's letter.

### 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, but not limited to such, 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.
- **Other:** Submit sufficient documentation to support why the meal plan is a hardship for you. 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.

The committee will need the above 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.