



University Dining Services Dining Meal Plan Contract Terms of Agreement

1. Meal Plan Selection

- 1.1. According to University policy, single freshmen living in any University housing, including Family and Graduate Student Housing (FGSH), are required to maintain the Bronze level meal plan or above.
 - 1.1.1. If you are a freshmen living on campus and do not specify a meal plan selection on your housing application, the required minimum plan for freshmen living on campus, the Bronze plan, will be billed to your bursar account each semester. Information on meal plan options can be found on the UDS website <https://dining.okstate.edu/meal-plan.html>
 - 1.1.2. All freshmen are required to live on campus and have the BRONZE meal plan as a minimum meal plan requirement. Exemptions from this policy are rare. **Any freshman who has not applied for housing, and is not approved to live off campus will be automatically assigned to housing and assigned a BRONZE meal plan and his/her Bursar account will be billed. To avoid this situation, please apply for housing using the online application.**
- 1.2. **Meal plans are annual contracts spanning the full academic calendar year.** Each meal plan is a contractual agreement for the full academic year consisting of both the fall and spring semesters* (asterisk denotes important dates below).
 - 1.2.1. Your academic year contracted meal plan covers the fall and spring semesters only and is not valid during any summer sessions.
- 1.3. Meal Plans are **not** required during any summer sessions; however, they are available for purchase at a reduced rate for those students who wish to have a plan during their summer courses.
- 1.4. If selecting the non-contract Plan G and you do not specify a dollar amount, your request will be defaulted to \$100. The minimum dollar amount you can put on a non-contracted Plan G is \$100 and any additional funds may only be added in \$100 increments.
- 1.5. Additional funds can be added to any meal plan by cash, credit card, check or Bursar charge through the Meal Plan Office at 301 Student Union, Monday through Friday from 8AM to 5PM, by contacting 405-744-4920 or via e-mail at dining@okstate.edu.

2. Meal Plan Usage

- 2.1. Meal plans will be active and available for use one week prior to the first day of classes.
- 2.2. Your meal plan functions just like a traditional debit card system. Your chosen meal plan is loaded on to your student ID at the beginning of the semester. Your meal plan is valid at any of our on-campus dining establishments including our national franchise partners. As you dine on campus at any of our 30+ dining options, the dollar value of each purchase you make is subtracted from your balance. Any unused funds, up to the set “maximum rollover” limits, will carry over from semester-to-semester as outlined in the following “Rollovers” section of this agreement.

3. Rollovers

- 3.1. Each meal plan has a specified “Maximum Rollover Amount,” for unused meal plan funds, which can be transferred from semester-to-semester as long as you maintain a valid meal plan contract.
 - 3.1.1. If you cancel your contract during the semester, switch to a non-contract “Plan G”, or do not renew your annual meal plan contract at the end of the spring semester for the following academic year, you will lose any rollover funds.
- 3.2. Rollover amounts for summer meal plans are approximately half of the standard amounts offered during the normal academic calendar year.
- 3.3. Rollover funds will be made available according to the following schedule:
 - 3.3.1. Fall Rollover Disbursements: 2nd Friday of September
 - 3.3.2. Spring Rollover Disbursements: 2nd Friday of February
 - 3.3.3. Summer Rollover Disbursements (from Spring semester): 3rd Friday of June
- 3.4. The complete balance of funds on a “Plan G” remain in place from semester-to-semester and are not subject to normal rollover guidelines or restrictions

4. Rates and Payments

- 4.1. Any University Dining meal plan charges are billed to your bursar account in full on the first billing statement of the semester. In an effort to assist you in meeting your financial obligations, Oklahoma State University offers an in-house administered Payment Option Plan (POP) as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families and students to pay University-billed expenses in regular monthly installments either by the semester or annually. No finance charges are associated with the Payment Option Plan or enrollment holds incurred if payments are made as promised. Visit the following link for the POP application: [University Bursar - Payment Option Plan](#)
- 4.2. Any late payment is subject to Bursar department policies and procedures. An enrollment and/or charging hold may be placed on your official University record if your account remains delinquent.

4.3. University Dining Services meal plan rates are set annually and are subject to change.

5. Changes and Cancellations

5.1. **Meal Plans are not changed or canceled through Residential Life or in conjunction with your Residential Life Housing Contract.** All contract cancellations and changes ***must*** be made through the Meal Plan office at 301 Student Union, Monday through Friday from 8AM to 5PM, or via e-mail to dining@okstate.edu.

5.2. You are permitted to change, but not cancel, your contracted meal plan once within the first week of classes, with no penalty. Changes must be completed by 5pm on Friday of the first week of classes to avoid any additional fees or charges. Important dates for meal plan contracts for the 2019-2020 academic year are provided below. **After the first week of classes, any change resulting in a decrease to your contracted meal plan will incur a \$50 fee.**

5.3. **All qualified meal plan contract terminations or cancellations, made after the first week of classes, are charged a \$150 buyout fee plus a prorated amount when the plan has been under-utilized.**

5.3.1. Prorated amounts are based on the daily rate of the current meal plan and the number of days the meal plan is active until cancellation.

EXAMPLE:

Fall 2019			
8/19/19-12/13/19			
Meal Plan	Meal Plan Amount	Number of days in Semester	Daily Prorated Amount
Platinum	\$2,275	117	\$19.44
Gold	\$2,005	117	\$17.13
Silver	\$1,755	117	\$15.00
Bronze	\$1,550	117	\$13.24
Copper	\$1,180	117	\$10.08

5.3.1.1. The Daily Prorated Amount is calculated by taking the total amount of the meal plan and dividing it by the number of days in the semester. In the example above there are 117 days in the semester; however, this amount can fluctuate from semester to semester by a couple of days. This fluctuation will cause a slight adjustment in the Daily Proration Amount each semester.

EXAMPLES:

Platinum Plan Daily Prorated Amount Calculation by Semester	
Fall 2019	$\$2,275 \div 117 = \19.44
Spring 2020	$\$2,275 \div 117 = \19.44
Summer 2020	$\$1137 \div 57 = \19.94

5.3.1.2. The total prorated amount is the dollar amount of your meal plan that should have been used up to and including the date of cancellation. It is calculated on the day of

cancellation by multiplying the Daily Prorated Amount by the number of days that have passed during the current semester, including the date of cancellation.

- 5.3.1.3. Once your plan has been canceled, you will be credited the full amount of the meal plan and charged a \$150 buyout fee and the prorated amount for your plan or the actual amount you spent, whichever is greater.

5.4. All qualified contract terminations, including qualified students choosing to switch from a contract plan to the “G” (non-contract) plan, are charged a \$150 buyout fee plus a prorated amount when the plan has been under-utilized.

- 5.5. If you withdraw from the University with a valid meal plan contract, your meal plan will automatically be terminated. You will be credited the full amount of the meal plan and charged the prorated amount for your plan or the actual amount you spent, whichever is greater. The prorated amount is calculated, as described in section 5.3.1.2, based on your date of withdrawal.

6. Student ID Cards

- 6.1. Meal plans are non-transferable. **Meal plan holders may not loan their OSU Student ID to others.** Unauthorized use may result in confiscation and/or disciplinary action
- 6.2. Any lost or stolen ID card should be reported to ID Services at 421 Classroom Building or 405-744-8434. They will be able to verify if the card has been turned in and the location where it can be retrieved. A lost ID card may only be retrieved by the card owner upon presenting another picture ID. If your ID has not been turned in, ID Services can, upon request, temporarily deactivate your card or you can have a new ID card created immediately, which will deactivate the missing card.
 - 6.2.1. Alternatively, you may lock your ID card by logging into your account at okey.okstate.edu. Click “Identification Card” in the menu on the left. The system will ask, “Do you want to lock your ID Card?” Click Lock and your ID will be deactivated. This turns off access to buildings, the Colvin, charging, and library checkout. If you locate your card, you can log back into your O-key account and unlock your ID card. This immediately reactivates your card. If you do not locate your card and decide to have a new card made, you will need to log back into your O-key account and unlock your ID card for the new card to become active.
 - 6.2.2. You should also contact the OSU Police Department to report the loss or theft of the card by calling the Found Property Clerk of the OSU PD at 405-744-6527.
- 6.3. UDS is not responsible for lost or stolen cards or any meal plan expenditures made between the time the card is lost or stolen and the time it is reported missing to ID Services and campus police.

7. Greek Housing

- 7.1. If a student joins a Greek organization and is moving into official Greek housing at the **beginning of the academic year**, they may cancel their meal plan before the end of the first

week of classes with no penalty or fee. After the 1st week of classes, there is a \$150 buyout fee *plus* a prorated amount when the plan has been under-utilized.

7.2. If a student has joined a fraternity or sorority and will be moving into Greek housing at the **beginning of the Spring semester** they may cancel their meal plan but there is a \$150 buyout fee *plus* a prorated amount when the plan has been under-utilized.

8. Additional Information

8.1. Over the Memorial Day, Independence Day, Thanksgiving and Winter Holiday periods when the University is closed, there will be no University Dining Services location open or available for service.

8.1.1. Up to date hours of operations can always be found at [Oklahoma State Dining Hours](#) and on all major social media platforms (@OSUDining).

8.2. You must authorize UDS to release meal plan information to other individuals, such as your parents, by completing the Family Educational Rights and Privacy Act (FERPA) form. Information and resources pertaining to the FERPA may be found on the University Registrar's website at: <https://registrar.okstate.edu/FERPA>

If you have any questions, please contact the University Dining Services Meal Plan office via phone at 405-744-4920 or via e-mail at dining@okstate.edu.

*IMPORTANT DATES FOR MEAL PLAN CONTRACTS

2019-2020

- Meal plan academic year is August 19, 2019 through May 8, 2020.
- Meal plan changes to contract without penalty for fall semester due by August 23, 2019.
- Meal plan changes to contract without penalty for spring semester due by January 17, 2020.
- Meal plan contract changes without penalty for summer semester due by June 12, 2020.