

Dalton State College

Meal Plan Exemption Request Form and Procedures

A meal plan is required of all students who reside in Mashburn Hall. Dining Services provides a well-balanced meal plan offering a variety of food options to students at each meal. By making wise choices at each meal students are able to maintain a well-balanced and healthy diet.

The College, in unique circumstances, may exempt a student from the required meal plan for documented medical conditions or religious dietary observance. It should be noted that all documentation must be submitted according to the exemption timeline listed below in order for a request to be considered for that semester.

Please note that the meal plan exemptions requests will only be considered for those who demonstrate that a meal plan cannot in any way satisfy their dietary needs and provide appropriate supporting documentation as set forth below. It is the responsibility of the student to obtain any and all required approvals or necessary documentation. In order for the request to be considered, all required documentation must be submitted by the deadline. Incomplete requests will **NOT** be considered and will be returned to you.

Important things to keep in mind:

- The deadline for submitting exemptions requests is two weeks prior to the first day of classes for the semester.
- Outcome of exemption request will be provided via email to your DSC email address.
- Requests **received after the deadline(s) will not be considered until the following semester.**
- **Please note that you have an obligation to pay for your meal plan until your exemption request is approved.**
- If you submit an exemption request and the meal charge has been placed on your account, understand that you are responsible for all payments by deadlines. It is recommended that you pay for your meal plan and if your request is approved, a refund will be processed from the date the request was approved. You are responsible for all charges up to the date the exemption is approved.
- Exemptions are only granted when Dining Services is not able to meet the dietary needs of the student in any respect.

TO BE COMPLETED BY THE STUDENT MAKING THE REQUEST

Part I. Personal Information

Request Date: _____

Exemption Request Period (check one): Fall Spring

Year: _____

Name: _____

DSC ID#: _____

DSC E-mail Address: _____

Phone Number: _____

Exemption request based on: Medical Condition

Religious Dietary Observance

Part II. Personal Statement: Written statement which details why you require an exemption from the meal plan. Must be clear in your statement how you will obtain, store and prepare your food during the semester. Attach additional documentation if needed. Personal statements are required for all meal plan exemption requests.

Part III. Documentation (please attach): In addition to the personal statement above, please provide the following documentation:

Medical: All of the following documentation is required:

1. A letter on letterhead from a medical doctor is required (letters from chiropractors are not accepted) stating what your medical condition is and why such medical condition prevents you from fulfilling your dietary needs through a meal plan. In the event of food intolerance/allergies, the doctor must state specifically which food(s) you cannot consume.
2. Copies of all tests performed that substantiate the diagnosis including the date taken.
3. A diet you are to follow for your medical condition. This includes a sample menu for meals/snacks for 3 days, foods you are to avoid, and foods you can eat. This diet plan should be provided from your medical doctor.

Religious: The following documentation is required:

1. A letter on letterhead from a recognized religious leader explaining the dietary guidelines of your religious observance and why such dietary needs cannot be provided through a meal plan.

Part III. Review Process:

1. This completed form along with all required documentation must be received by the Campus Services Office by deadlines listed. Campus Services is located in the lower level of the Pope Student Center, room 121.
2. Once requests are received, they will be reviewed and submitted to our Dining Services vendor, Metz Culinary.
3. It usually takes approximately one to two weeks from receipt of your exemption request to obtain a final decision.
4. Notification of the decision will be made via email to the student's DSC email address.
5. It should be noted that the decision is final.
6. If the request is approved, the charge is prorated from the date the decision was rendered. All charges up to that date are valid.
7. The credit is posted on the student account and only if there is no outstanding balance on the account will a refund be issued. Otherwise, the credit may be applied towards any outstanding amount of the student's account.

Acknowledgement:

I acknowledge that the above information is true and accurate.

_____ | _____
Signature Date

FOR OFFICE USE ONLY

Date Request Received by Campus Services: _____

Request Sent to: _____

Comments by person(s) reviewing request:

APPROVED

DENIED

_____ | _____
Signature of Reviewer Date

E-mail sent to student: Date: _____ By: _