

DINING PLAN REQUEST FORM

Fill out this form by completing sections 1 through 4. Sign and return it to your Resident Services Office or Housing Administration along with any requested documentation for consideration. Dining plan options and eligibility can be viewed at dining.ucr.edu/dining-plan-options. **PLEASE ALLOW TWO WEEKS FOR YOUR REQUEST TO BE PROCESSED IF ALL DOCUMENTATION IS ALSO SUBMITTED. RESIDENTS ARE REQUIRED TO MAKE SCHEDULED HOUSING AND DINING PAYMENTS UNTIL NOTIFIED OF A DECISION.** See back of form for Dining Plan Terms & Conditions.

1 RESIDENT INFORMATION	Full Name:	Student ID #:	8 6
	Your Community:	Apartment/Room #:	
	<input type="checkbox"/> Aberdeen-Inverness <input type="checkbox"/> Glen Mor <input type="checkbox"/> Pentland Hills <input type="checkbox"/> Bannockburn Village <input type="checkbox"/> Lothian <input type="checkbox"/> The Plaza <input type="checkbox"/> Dundee <input type="checkbox"/> North District <input type="checkbox"/> Stonehaven <input type="checkbox"/> Falkirk <input type="checkbox"/> Oban <input type="checkbox"/> Off-Campus	Phone #:	
		UCR email:	

Check one of the following that pertains to you and follow the instructions given.

2 DINING PLAN REQUEST	<input type="checkbox"/> ADD the following dining plan: NOTE: Campus Apartment (EXCEPT Glen Mor) & Oban Family Housing residents are eligible for a Community Dining Plan which must be requested at dining.ucr.edu .
	<input type="checkbox"/> CHANGE my dining plan from _____ to _____. (a) If the plan you are requesting offers more meals/dining dollars than your current plan, then proceed to Resident Signature (Section 5). (b) If the plan you are requesting offers fewer meals/dining dollars than your current plan, then proceed to Reason for Change Request (Section 3).
	<input type="checkbox"/> RELEASE me from my dining plan Dining plan releases are only granted in extreme circumstances. Please complete Reason for Change Request (Section 3).

3 REASON FOR CHANGE REQUEST	<input type="checkbox"/> I have a medical reason. Please begin your request by registering with the Student Disability Resource Center sdrc.ucr.edu . Then add a brief description of your need here. Further communication about your request will come from both the SDRC & Dining Services staff. Your request will not be considered for medical reasons without an approved medical accommodation from the SDRC.
	<input type="checkbox"/> Other: Other reasons generally are not approved. Please provide as much information as possible for your reason. Attach a separate sheet, if necessary.

4 DINING DOLLARS	<input type="checkbox"/> Purchase Dining Dollars. Dollar Amount Requested: \$ _____ .00	Dining Dollars are available until the last day of the regular academic year. Dining Dollar balances DO NOT CARRY OVER to the following year and are non-refundable. Dining Dollars may be purchased in any amount up to \$500 at a time. Purchase \$50 & receive \$55 (a 10% bonus) or purchase \$100 & receive \$115 (a 15% bonus).
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RESIDENT SIGNATURE	The information above and provided documentation are correct to the best of my knowledge. I UNDERSTAND THAT I AM REQUIRED TO MAKE SCHEDULED HOUSING AND DINING PAYMENTS UNTIL NOTIFIED OF A DECISION.	
	Signature:	Today's Date:

ACCOUNT UPDATE	FOR OFFICE USE ONLY				
	<input type="checkbox"/> Approved	AUTHORIZED UCR STAFF SIGNATURE		DATE	
	<input type="checkbox"/> Declined				
Reason:	Effective Date:	Blackboard Updated:	StarRez Updated:		

DINING PLAN TERMS & CONDITIONS

- a. Residence Hall and Glen Mor Housing Contracts are integrated with a required dining plan. Graduate students may opt out of the required Glen Mor dining plan upon request.
- b. Dining plans may be requested as an optional add-on to assignments at campus housing communities other than the residence halls and Glen Mor.
- c. Dining plan options differ for Residence Hall, Campus Apartment, and Family Housing residents. See the Dining Services website to confirm eligibility for different dining plan options.
- d. Campus Apartment (EXCEPT Glen Mor) and Oban Family Housing residents are eligible for a Community Dining Plan, which can be requested via the Dining Services website.
- e. A dining plan is typically composed of (1) Meal Swipes that can be used to purchase meals in the Glasgow and Lothian Residential Restaurants and sometimes at other campus dining locations; and (2) Dining Dollars that can be used like general currency to purchase personal or guest meals and snacks at any residential restaurant, convenience store, or other dining venue on campus. The selected dining plan may be supplemented with additional dining dollar value at any time.
Note: During University-recognized holidays and Quarter breaks, meal service at residential restaurants is limited or closed and campus food service and convenience store availability is extremely limited or may be entirely unavailable.
- f. Meals offered in a residential restaurant include breakfast, lunch, and dinner Monday through Friday; brunch and dinner on Saturdays and Sundays. Meal swipe allotments are re-set each quarter. Unused meals do not roll over to the next quarter and are NOT refundable. Unused Dining Dollars **DO** roll over to the next quarter during the academic year (i.e. Fall, Winter & Spring of the contract term). However, Dining Dollars remaining unused upon contract cancellation or at the end of the academic year **DO NOT** carry over and are **NOT** refundable.
- g. “Meal Swipes” may be utilized through June 14 (for residence hall or Glen Mor academic year Housing Contracts) or June 30 (for Campus Apartment or Glen Mor Year Round Housing Contracts) of the academic year in which Resident is assigned to campus housing, or the Resident’s move-out if prior to these dates, after which time they will expire.
- h. A required dining plan is effective for the entire regular academic year (i.e. Fall, Winter and Spring quarters). Residents are permitted to request a one-time UPGRADE in dining plan at the mid-point of Fall Quarter, October 28 – November 8, 2024. Requested changes go into effect the following Winter Quarter. The Dining Plan may not be transferred, cancelled, carried forward, or refunded except as allowed for in the terms of this agreement.
- i. Requests for changes to, or cancellations of, optional add-on dining plans may be submitted throughout the year, but may not be approved or prorated, subject to the discretion of Dining Services.
- j. In the case of campus housing contract cancellations, dining plan charges will be prorated based on residential restaurant operational days. Any verifiable use of Meal Swipes or Dining Dollars beyond the prorated amount will be billed to the campus housing resident.
- k. All Dining Services payments are due on the 1st of the month and considered late after the 15th day of the month. Dining Plan charges will appear on the resident’s statement of account. The Resident is responsible for making payments on the due dates specified without an additional demand for payment.
- l. THERE WILL BE A LATE CHARGE FOR ALL PAYMENTS RECEIVED AFTER THE 15th OF THE APPROPRIATE MONTH, UNTIL ALL PAYMENTS ARE MADE CURRENT.
- m. Residents may make an appointment to speak with a Housing Services or Dining Services representative to discuss any past due balance or anticipated past due balance. However, this will not waive a Late Fee.