



MEAL PLAN WAIVER POLICY

Policy Title: Meal Plan Waiver Policy

Policy Type: Administrative

Policy Number: 46-02 (2014)

Approved: 12/16/2021

Responsible Office: Auxiliary Enterprises and Services

Responsible Executive: Vice President for Finance and Administration

Applies to: Students, Faculty, Staff, Vendors, and General Public

POLICY STATEMENT

All students living in the Residence Halls are required to have a meal plan. Requests for exemption from meal plans may be made only for religious practices and medically prescribed diets which cannot be provided by Norfolk State University's food service vendor. Class, sports, and employment schedules, finances or vegetarian/vegan/organic diets are not viable reasons for exemption from the meal plan. Those residents who obtain a Meal Plan waiver may be required to reside in or relocate to a residence hall designated for cooking. A charge for the Meal Plan will result until a waiver is obtained.

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DEFINITIONS

Dietary – Cultural Religions: Students with a dietary restrictions due to cultural religious beliefs.

Dietary -Medical: Students: with dietary restrictions due to allergies or prescribed by a physician.

CONTACT(S)

Auxiliary Enterprises and Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Auxiliary Enterprises and Services.

STAKEHOLDER(S)

Campus community, students, and vendors

MEAL PLAN WAIVER POLICY CONTENTS

The University considers requests for meal plan waivers utilizing the criteria outlined below. Waivers are not granted for financial reasons or for reasons of non-essential food preferences, likes or dislikes. All requests are considered on an individual basis. Meal plan waivers are granted on a semester-by-semester basis unless otherwise noted.

A student may have medical or dietary requirements, or cultural or religious beliefs and practices that cannot be accommodated by Dining Services. In such cases, the Director of Auxiliary Enterprises and Services in conjunction with the Director of Dining Services will determine whether or not the specific requirements can be accommodated in the dining halls.

Students requesting a meal plan waiver for any of the above reasons should submit their request for a waiver in writing to the Office of Auxiliary Enterprises and Services. Requests based upon a medical or dietary requirement should be accompanied by written confirmation from a physician and a detailed diet prepared by the physician or a dietician. It is expected that students will take the responsibility for making the correct choices of foods that their medical diet might require. The Director of Auxiliary Enterprises and Services will review these materials and determine whether these requirements can be accommodated. Requests for a meal plan waiver based upon religious or cultural beliefs and practices should be submitted in writing and be accompanied by confirming documentation from parents or family members and from a religious or cultural leader familiar with the student's beliefs and practices who can confirm the authenticity of the request.

EDUCATION AND COMPLIANCE

The intent of this policy is to provide guidance for resident students as to how to obtain a meal plan waiver. It will be the responsibility of Auxiliary Services staff to ensure compliance with the University Employee Code of Ethics.

Students will be required to submit a meal plan waiver request and written documentation prior to the first day of classes for any given semester. Failure to submit notarized request and documentation will result in a meal plan charge remaining on the student's account.

PUBLICATION

This policy will be published in the Policy Library on the NSU website. To ensure timely publication and distribution thereof, the Office of the Controller will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online within 14 days of approval;
- Post the policy on the Finance and Administration Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary. Failure to meet publication requirements does not invalidate this policy.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

List the following:

- Next Scheduled Review: 05/10/2024
- Approval by, date: President, 12/16/2021
- Revision History: 11/23/2006, 07/14/2014, 06/15/2016; 06/12/2017; 05/10/2018, 5/10/2021
- Supersedes: 46.002

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy and procedures.