



## RESIDENTIAL HOUSING

**Meal Termination/Change Request Form**  
OHIO UNIVERSITY  
**Department of Residential Housing**  
060 Chubb Hall, Athens, Ohio 45701  
Phone: (740) 593-4090 Fax: (740) 593-4089

Meal plan contracts are binding for the FULL ACADEMIC YEAR, or the remainder thereof, and students are required to fulfill this obligation. Once a student has committed to a Housing and Dining Services Contract, changes to that contract are granted based on extenuating circumstances only. Requests are not final until they are reviewed and a determination made as to whether the request is approved, denied, or needs further information, in which case the student will be notified in writing. Students should allow 14-21 days for the initial review.

### Required Supporting Documentation

- **Medical/Dietary:** Recent documentation (within 90 days) from the student's attending physician must be provided along with a completed 1.) Provider Report Form **AND** 2.) Authorization for Release of Confidential Information (to allow Housing personnel to speak with the provider of medical services if necessary). Supporting documentation must include the student's medical condition, specific dietary requirements necessary to meet the needs of the medical condition. Consultation between student and Executive Chef of Dining Services may be required prior to a final decision being rendered.
- **Financial Hardship:** Students requesting a termination or change based on financial hardship must provide evidence of a significant change in their financial situation since the original contract was submitted. Financial/Income verification such as types of financial aid (loans, grants, scholarships, parental assistance, employment, etc.) as well as any related documentation to support your financial claim (i.e.: evidence of loss of income i.e.: parent layoff/termination notice, extensive medical expenses, etc.) Documentation must be accompanied by a completed Financial Information Form. **NOTE: Financial savings is not a valid request for financial hardship.**
- **Other:** Students requesting a release or change for "other" reasons must provide documentation to support their particular extenuating circumstances.
- **Age/Commuter:** Students who are not required to carry a meal plan based on the parietal rule may cancel their meal plan prior to the beginning of the following quarter.

Student Name (please print) \_\_\_\_\_ PID # \_\_\_\_\_ Date of Birth \_\_\_\_\_

E-mail Address \_\_\_\_\_ Age \_\_\_\_\_ Total Quarters/Semesters in Residence \_\_\_\_\_

Class rank (freshman, sophomore, junior, senior, grad) \_\_\_\_\_ Gender \_\_\_\_\_

Campus Address: Building \_\_\_\_\_ Room \_\_\_\_\_ Phone Number \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Proposed New Address: \_\_\_\_\_

Residential Housing - Division of Student Affairs  
T: 740-593-4090 – F: 740-593-4089  
[www.ohio.edu/housing](http://www.ohio.edu/housing)

Potential Roommates (names) \_\_\_\_\_

Present Meal Plan \_\_\_\_\_ Desired Meal Plan \_\_\_\_\_

**Desired Effective Quarter:**

FALL     WINTER     SPRING     SUMMER     FULL ACADEMIC YEAR -     Current     Next

**Reason for Termination/Change in Meal Plan**

Medical/Dietary     Financial     Other \_\_\_\_\_

*I certify that my reasons for making this request are true and understand that falsification of any material submitted in support of this exemption request is a violation of the Student Code of Conduct.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return Completed Form To:**  
**Residential Housing Office**  
**060 Chubb Hall**  
**Athens, OH 45701**  
**Phone: (740) 593-4090 Fax: (740) 593-4089 E-mail: housing@ohio.edu**

**REFUND SCHEDULE**

Amount of refund is based on the following percentages of the quarterly room and board payment.

- ✓ Prior to opening of residence halls = Amount paid less deposit (\$200)
- ✓ For all or part of 1<sup>st</sup> week = 75% refund
- ✓ For all or part of 2<sup>nd</sup> week = 50% refund
- ✓ For all or part of 3<sup>rd</sup> week = 25% refund
- ✓ 4<sup>th</sup> week **NO Refund**