

University of Winnipeg's Meal Plan for Residents in McFeetors Hall Meal Plan Exemption Request Form and Procedures

McFeetors Hall residence was specifically designed to house students on a Meal Plan. The University of Winnipeg believes that providing a Meal Plan for residents provides a service that will enhance the education of the whole person. Eating on campus will provide opportunities for students to foster relationships, meet new people and interact with faculty and staff in an informal way. The University offers a healthy, well-balanced Meal Plan offered by Diversity Food Services. Diversity will provide students with nutritional information and guidance (including vegan and vegetarian selections), as well as, special assistance with prescribed diets.

In unique circumstances the University may exempt a student from the required Meal Plan for two reasons: an existing medical condition (e.g. food allergies) or a religious dietary observance (e.g. Kosher) which Diversity is unable to reasonably accommodate. These exemptions are rare. The student must demonstrate that the Meal Plan cannot in any way satisfy their dietary need; exemptions will only be considered for those who provide the following detailed documentation (please complete all three parts).

Full exemptions will only be granted when the Meal Plan is unable to meet the dietary needs of the student in any respect; partial exemptions may be granted if it is determined that the Meal Plan can adequately provide a part of the students dietary requirements. It will be the responsibility of the student to obtain all required approvals and documentation; requests that are submitted without proper documentation will be returned unprocessed. **In order to avoid charges you must submit your request for exemption before the Term Payment Deadline as established by the Housing Office.**

If you wish to apply for an exemption please follow these steps:

- Step 1** Read this form thoroughly.
- Step 2** Fill out the appropriate parts and obtain all required supporting documentation.
- Step 3** Submit the form and all supporting documentation to the Housing Office to the attention of the Manager of Campus Living (Food Services).
- Step 4** The Manager of Campus Living (Food Services) will review the request and will consult with the Diversity Management team. You may be contacted for more information regarding your request.
- Step 5** The Manager of Campus Living (Food Services) will contact you and set up a time to meet with you and to let you know the decision regarding your request; Diversity Management team may be part of this meeting. You will be given a written copy of the decision.

PLEASE NOTE: There are three possible outcomes from the application process:

1. The application can be denied and you will be required to pay for a full Meal Plan.
2. You may be partially exempted from the full Meal Plan but may be required to purchase a determined portion because a sufficient number of menu items offered meet the dietary restrictions you have declared.
3. The application can be fully approved and you will be granted a full exemption from the Meal Plan.

(If your request is made after the Term Payment Deadline and should you be granted an exemption, your refund will be processed from the date your complete documentation was received. You will be responsible for all charges up to that date.)

MEAL PLAN EXEMPTION REQUEST FORM

Part I. Personal Information

Student Name: _____ Student ID #: _____

Student Address: _____
(Street Address/PO Box/ Residence Hall & Room) (City) (State) (ZIP)

Email address: _____ Contact Phone Number: _____

Exemption Request Period (check one) Fall 2011:___ Winter 2012:___ Spring/Summer 2012:___

Exemption Request for: Medical Condition:___ Religious Dietary Observance: ___

Part II. Personal Statement

Please write a detailed statement providing the reasons why you require an exemption from the University of Winnipeg's Meal Plan and why your case is extraordinary. Explain why the Meal Plan is not possible for you. Be clear in your statement how you propose to obtain, store and prepare food during your time at McFeetors Hall. This personal statement is required for all Meal Plan exemption requests.

PLEASE NOTE: The following commonly heard reasons are NOT grounds for exemption:

1. I don't like the food
2. The Meal Plan hours do not suit my personal schedule
3. I am a vegan/vegetarian
4. I cannot afford to be on the Meal Plan

Part III. Medical Condition or Religious Dietary Observance (Choose one option and follow the instructions carefully)

Medical Condition Documentation

In addition to the personal information and statement above, please provide the following documentation and attach it to your submission:

- 1.** A signed letter on letterhead from a certified medical doctor stating what your medical condition is and how such a medical condition prevents you from fulfilling all or a portion of your dietary needs through the University's Meal Plan. The letter must state what specific medical condition you are suffering from in terms that can be understood by persons not in the medical profession. We do not require your medical records but we do require that the doctor complete this letter addressing the specifics stated above.
- 2.** Please ask the doctor to provide you with a sample diet for your condition stating which foods are appropriate for you. If your condition is related to intolerance/allergies, the doctor must state specifically which food(s) you must avoid.

Religious Dietary Observance Documentation (please attach)

In addition to the personal information and statement above, please provide the following documentation:

- 1.** A signed letter on letterhead from a recognized religious leader (or your spiritual advisor) explaining in detail the dietary guidelines of your religious observance and why such dietary needs cannot be provided through our Meal Plan.

Student Signature

1. Read the following and provide your signature.

I acknowledge by my signature that I have read the preceding form and understand the process. I further acknowledge that the information I have provided is accurate for the semester/academic year for which I am requesting this release. I understand that this release is not approved until I receive a written release from the Manager of Campus Living (Food Services). I acknowledge that term Meal Plan charges will be applied if I have not been approved for a release from the Meal Plan. I further acknowledge that charges may also be applied if I make a false claim. I am aware that it is a violation of the Student Conduct Code to present false or misleading information and that such action may be grounds for disciplinary action by the University.

Student's Signature _____ Date _____

Please return this completed, signed form and any required documentation to:

**Housing Office – University of Winnipeg
McNamara Hall (South)
368 Spence Street
Winnipeg, MB
R3B 2E9**

**ATTENTION:
Lydia Warkentin - Manager of Campus Living (Food Services)**