

Meal Plan Adjustment Request Process

Overview

Students may apply for a meal plan adjustment by submitting the completed Mandatory Meal Plan Adjustment Request Form along with all required documentation (as outlined on form) to the Campus Living Office. Students planning to apply for an adjustment should thoroughly review all steps involved in the process so they are aware of their responsibility, as well as the potential outcomes of the process.

Meal Plan Adjustment Requests are available for students whose dietary needs cannot be met by the Meal Plan on the basis of:

- An existing medical condition (e.g. food allergies) or
- A religious dietary observance (e.g. Halal) which Diversity is unable to accommodate

Before applying, please note the following:

- Students who know in advance of moving into residence that the meal plan will not be able to meet their dietary requirements (see below) or prefer not to have a meal plan should select a residence options other than McFeetors Hall Dorms on their application (as a mandatory meal plan is part of the Residence Agreement for McFeetors Hall dorms).
- Retro-active meal plan adjustments requests will not be reviewed.
- The student is responsible for all mandatory meal plan fees according to standard payment deadlines until the mandatory meal plan adjustment request process is completed by Campus Living. It is therefore advised to apply for a meal plan adjustment well before applicable payment deadline.

Step 1: Request Form Submission

The student is responsible for completing the Mandatory Meal Plan Adjustment Request Form, including submitting all required documents determined by the basis for the adjustment request (as outlined on the form) to the Campus Living Office in person at 489 Portage Ave or via email to housing@uwinnipeg.ca.

Step 2: Review Processes

Campus Living will review the adjustment requests form and all applicable materials that are submitted by the student. As part of the review process Campus Living may:

- Consult with the meal provider, Diversity Foods Services for additional information in regards to the student, available meal options, etc.
- Request to meet with the student applying for adjustment

Step 3: Decision

After thorough review Campus Living will make one of the following assessments:

- **Partial Adjustment:** mandatory meal plan meets at least a portion of the student's dietary needs therefore the mandatory meal plan will be adjustment accordingly. If the adjusted amount is less than the Plan 1 meal plan amount, the mandatory meal plan will become the taxable debit card option. Standard meal administration fees apply.
- **Full Exemption:** mandatory meal plans do not meet any of the student's dietary needs and there is no alternative residence accommodations available without mandatory meal plan therefore a full exemption from the mandatory meal plan is granted.
- **Room Placement Adjusted:** mandatory meal plans in full or in part do not meet the student's dietary needs, the student is offered an alternate room accommodation in residence without a mandatory meal plan. If the student chooses not to accept the alternate room option the students is responsible for the mandatory meal plan.
- **Denied:** determined that adjustments to the meal plan requirement are not warranted, the student remains responsible for the mandatory meal plan.

Step 4: Notification

The student will be notified of the decision in writing, notification will include any actions required by the student.

If an adjustment is made after payment was received, either a credit will be applied to the resident's account or a refund will be issued.

If the request is denied and the student wishes further follow up, they may contact the Campus Living Office to arrange a meeting with the Director.

Meal Plan Adjustment Request Form

Student Name _____ Student # _____ Room # _____

1. **Personal Statement:** Please attach a personal statement explaining why you require a meal plan adjustment. In your statement, outline how you plan to store and prepare food during your time in residence.

2. **Reason for Request: Medical / Religious**

- Documentation, Medical:** For adjustments based on medical requirements, please attach a signed letter from your doctor outlining the nature of your medical condition (e.g. allergies) and its impact on your dietary needs. The letter should include examples of incompatible foods and/or specific required foods that are not available through the meal plans.
- Documentation, Religious:** For adjustments based on religious observance, please provide a signed letter on letterhead from a recognized religious leader or spiritual advisor explaining the dietary guidelines of your religious observance and the incompatibility of the available meal plan options.

I affirm that the information submitted on this form along with the attached documents are true and correct to the best of my knowledge.

Student's Signature _____ Date _____