Flexible Off-Campus Meal Plans, FY 13-14

MOREHOUSE COLLEGE

Morehouse College offers four (4) off-campus meal plans for interested and eligible students. The plans are based on feedback from student focus groups who, two years ago, expressed an interest in having more flexibility in dining options around campus. The plans allow eligible students the opportunity to supplement their appetites by eating in the auxiliary dining facilities on campus. The auxiliary dining facilities are Kilgore Snack Bar, Jazzman’s Café and Bakery, Freshens, and Papa John’s Pizza.

The meal plans provide students the option to eat in the main dining hall and, to a limited degree, also introduce the concept of declining card balance (DCB) or flex dollars. The DCBs or flex dollars are a dollar value that comes with the meal plan and may be used to make purchases in the auxiliary dining facilities. The DCB dollars are embedded in the student’s Morehouse Student Identification Card once his eligibility for a meal plan is established. **Eligibility is established by meeting the prerequisites for activation of a meal plan.** Each time a meal is purchased at an auxiliary dining venue, the DCB balance declines by the amount of the purchase. For example, if the student has 300 DCBs or flex dollars and buys a $5 pizza from Papa John’s Pizza, the new balance becomes $295, which remains for him to spend over the course of the semester.

Since the meal plans and DCBs or flex dollars are embedded in the student’s Morehouse Student Identification Card, a modification of the student’s current ID card or a new ID card may be required. New cards are not required for students with **prior swipe access to labs, residential halls, and the Ray Charles Performing Arts Center.** **New students automatically receive a new card.** Other eligible returning/continuing students who plan to participate in the off-campus meal plans should visit Access Control in the basement of Archer Hall (main floor of Archer Hall) during the fall registration period to update their current card or obtain a new card.

While the option to eat in DCBs or flex dollars are not activated until after the **end** of the drop/add period. **Prior to the end of the drop/add period, participants eat all meals in Chivers/Lane, the main dining hall.**

DCB or flex dollars may only be used in the **auxiliary** dining facilities on campus; they cannot be used at off-campus facilities or in Chivers/Lane, the main dining hall.

**DCBs or flex dollars cannot be replenished;** therefore, the meal plan participant is advised to select and manage his DCBs or flex dollars carefully.

**Description of the New Meal Plans:**

The 100 Block Plan (100 meals per semester) comes with $25 DCBs and allows the student to manage the 100 meals over the course of the semester in lieu of a weekly meal limit.
Flexible Off-Campus Meal Plans, FY 13-14 continued

The 8 Meal Plan comes with 500 DCBs and is designed for the student who wishes to have maximum flexibility to dine in the auxiliary dining facilities around campus. The student is also entitled to eat 8 meals each week in Chivers/Lane, the main dining facility.

The 17 Meal Plan comes with 300 DCBs and gives the student equal flexibility in Chivers/Lane, the main dining hall, and the auxiliary dining facilities. This student is also entitled to eat 17 meals per week in Chivers/Lane.

The Unlimited Meal Plan comes with $25 DCBs. This plan is for the student who prefers maximum access to Chivers/Lane, the main dining hall, and a limited opportunity to dine in auxiliary dining facilities around campus. This student is able to eat in the main cafeteria as often as he likes.

Eligibility:

- The meal plan applicant must have on his student account, or recorded in the College’s computer, a current credit balance or a projected credit balance for the semester in an amount equal to or greater than the cost of his meal plan choice.
- Off-campus meal plans are limited to off-campus students and occupants of the Otis Moss Suites.
- Active fall meal plans are not rolled over to the spring semester automatically. Interested and eligible students must apply online for their choice of a meal plan each semester. Apply online at www.morehouse.edu.
- The prerequisites to activation of a meal plan are official enrollment, online application and pre-payment or satisfaction of the appropriate fee for the meal plan choice. PAYMENT WITHOUT ONLINE APPLICATION, OR VICE VERSA, WILL NOT ACTIVATE A MEAL PLAN. The cost of the meal plan may be satisfied with cash and approved financial aid only.
- Part-time students, those persons enrolling in 1 to 11 hours, must select classes and complete the “Part-Time Enrollment Form” before being considered for an off-campus meal plan. Doing so enables management to determine the student’s overall cost and financial eligibility for a meal plan. To obtain this form, go to http://www.morehouse.edu/administration/finance/studentfinancialservices/forms.html.

Cancellation or Modification

- Cancellation or downward modification of a meal plan for a given semester must occur before the end of the drop/add period as noted on the academic calendar. That is Friday, August 30, 2013, for the fall semester and Friday, January 24, 2014, for the spring semester. THE CHARGE FOR THE MEAL PLAN IS IRREVERSIBLE ONCE THE DROP/ADD PERIOD ENDS. Note: The end of drop/add should not be confused with the last day to withdraw from a class near the end of the semester.
- Failure to partake of meals or use DCBs is not a rationale for cancellation, modification, or
Flexible Off-Campus Meal Plans, FY 13-14 continued

- **adjustment of the cost of a meal plan or DCBs.** Once a meal plan is activated, it is the responsibility of the student to effect cancellation or modification within the allotted time period.

- **Neither a cancellation nor a modification (up or down) of an off-campus meal plan can be done online.** The appropriate paperwork, Request to Cancel/Change Off-Campus Meal Plan…, must be completed in the Student Accounts Office within the specified time parameters (by end of drop/add) to effect cancellation or a downward modification. **Important Note:** A meal plan request may be cancelled online at the time of application before clicking the submit button. Once the submit button is clicked, the appropriate paperwork must be completed and submitted to Student Accounts to cancel or modify a meal plan.

- Cancel or modify a meal plan by completing and submitting the appropriate paperwork (“Request to Cancel/Change Off-Campus Meal Plan…”) to Student Accounts. The paperwork is available to eligible students on request in the Student Accounts Office, 200 B Gloster Hall.

**Participation Procedures**

- Meal plan upgrades are permissible up to 30 days before the close of the semester, provided the student is choosing a plan with a greater number of meals. Upgrades must be done on the appropriate paperwork (noted in the above bullet) in the Student Accounts Office, 200B Gloster Hall.

- DCBs or flex dollars do not roll over to the choice of a new meal plan for a given semester or from semester to semester. For example, unused DCBs from the 8 meals per week plan do not transfer to an upgrade to 17 meals per week.

- **The unused DCBs from any meal plan are forfeited with any meal plan upgrade,** and the allotted DCBs of the new meal plan are in effect.

- The maximum allowable DCBs for a given semester cannot exceed $500 irrespective of the meal plan upgrades.

- New meal plans may be **initiated** up until 30 days before the close of the semester. Initiate a plan by applying online and meeting the prerequisites for a meal plan.

- The off-campus meal plans are flexible (not meal specific). The student may eat any meal he chooses any day of the week, as long as he does not exceed his weekly or block meal plan limit.

- The meal week runs from Friday through Thursday.

- After the drop/add period for the semester, the new participant may initiate a meal plan with the understanding that his student account will be assessed the full prorated cost of the plan for the remainder of the semester.

- Declining card balances (DCB’s) are not activated until after the drop/add period on the academic calendar each semester. Therefore, access to auxiliary dining venues begins on September 3rd for the fall semester and January 25th for the spring semester.

- Unused DCBs or flex dollars, like unused meals, are forfeited at the end of each semester, or upon cancellation or modification of a meal plan.
Flexible Off-Campus Meal Plans, FY 13-14 continued

Processing Time and Approvals:

• To upgrade a meal plan, the student will be charged for an extra week on the active plan and receive a proration of the charges for the deactivated plan and the new meal plan.

• The student should allow up to 72 hours processing time (excluding weekends and holidays) for the adjustment. The interested student should choose a meal plan with care, as there will be no downward modification or cancellation of meal plans after the drop/add period has expired.

Application:

• To apply for a meal plan, go to [www.morehouse.edu](http://www.morehouse.edu) and click on “Parking, Off-Campus Meal Plan or Book Accounts.”

Contact for DCB (Declining Card Balance) Issues:

• Clayton Monroe (404.507.8608)
• Email cmonroe@morehouse.edu or rjohnson@morehouse.edu.

Flexible Off-Campus Meal Plans, 2013-2014

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