

Request for Meal Plan Conversion to Dining Plus

Residents who are absent from campus **seven consecutive days** or longer due to one of the reasons below may request a partial adjustment for meals missed. The adjustment will consist of a value equal to 50% of the missed meal value calculated on a per diem basis and will be deposited into the resident's Dining Plus account.

To be considered for a refund, please provide the following to Dining (North Dining Rm 201 or dining@bsu.edu):

- **This completed form**
- **Supplemental documentation (see requirements below)**

Dining must receive your request **within two weeks** of your return to campus.

Name _____ Student ID # _____ Date _____

Phone number _____ Email _____

Local address _____

Date leaving campus _____ Date returning to campus _____
(Must be at least 7 consecutive days)

For what reason(s) are you requesting an adjustment?

_____ **Medical emergency** (Must provide written statement from the treating physician indicating that the medical emergency warrants an absence from campus)

_____ **University-required field trip** (Must provide a letter on university letterhead from the course instructor indicating trip location, departure date, and return date)

_____ **Funeral and bereavement leave** (Must provide written approval of leave for this away from campus) purpose from the Office of Student Affairs.

_____ **Military service** (Must provide a letter from your commanding officer indicating dates.)

Please provide a brief explanation of the reason you're requesting an adjustment:

For Dining office use:

_____ Approved _____ Not approved Signature _____ Date _____