

Request for Meal Plan Conversion to Dining Plus

See full policy at bsu.edu/dining > Policies

Residents who are absent from campus **seven consecutive days** or longer due to one of the reasons below may request a partial refund for meals missed. The refund 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 (140 Carmichael Hall 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 a refund?

_____ **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 purpose from the Office of Student Rights and Community Standards)

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

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

For Dining office use:

_____ Approved _____ Not approved Signature _____ Date _____