



"Creating an excellent
college experience"

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Section: Operations	
Subject: Misuse of Traditional Meal Plans	

Misuse of Traditional Meal Plans:

This policy defines the procedures taken for misuse of the Meal Plan. Traditional Meal Plans are to be used only by the person that has the plan. Traditional Meal Plans are NOT transferable.

Procedure:

There are two basic incidents whereby a Traditional Meal Plan is misused.

- Someone takes someone else's card and tries to use it without permission. This is theft and the card is to be taken and the police are to be called per Dining Services' Policy 100, Customer Theft Procedures.
- A resident allows someone else to use their plan. This is the most common form of misuse.

Allowing someone else to use their card:

1. If the owner of the card is present and attempts to buy someone else a meal using their Traditional Meal Plan, simply inform them of the policy and require them to purchase the other meal.
 - a. Exception: 2 Guest Passes per semester are available on some Traditional Meal Plans—refer to the Dining Services Website for details.
2. If a person other than the owner of the card is attempting to use the card, the cashier will immediately confiscate the card and inform the customer of the policy. Fill out the [Student Information Form](#). Give them a business card from the Executive Director and inform them that both the person using the card inappropriately as well as the owner of the card and meal plan will be required to meet with the Executive Director before being given back the ID Card. Failure to meet with the Executive Director within one week will result in the meal plan being suspended until the meeting takes place.
3. The Executive Director will track the information of all offenders. He/she will also meet with the offenders and proceed in the following manner:
 - a. First Offense:
 - i. Any meals eaten will be paid for by the person improperly using the card.
 - ii. The ED will explain the policy again to the students and fill out any remaining information on the Student Information Form
 - iii. The students will be informed that this information will be sent to the Student Judicial Officer to be tracked centrally in that office as well.
 - iv. Students are informed that any further incidences will involve the police and charges may be filed.
 - b. Second Offense:
 - i. The ED will contact the police and ask them to be present at the meeting.
 - ii. The police will determine whether charges are filed or not.
 - c. If a meeting is not arranged within one week, the Executive Director will arrange for the person's meal plan to be suspended until the meeting is held. Other possible actions may include contacting the police to pursue further actions.