



"Creating an excellent  
college experience"

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<b>Section:</b> Administration	
<b>Subject:</b>  Block Meal Plan Refunds	

## **Block Meal Plan Refunds:**

This describes the policy and procedure for refunds of Block Meal Plans through Dining Services and the USU Card Office.

### **Policy / Procedure:**

Block Meal Plan Refunds are always approved through the Executive Director of Dining Services. Typically refunds are only allowed in the following instances:

1. Graduation from Utah State University
2. Complete withdrawal from the university
3. Leave or extended absence from the university.

Persons wishing a refund need to do the following:

- 1) Contact the registrar's office to obtain one of the following depending on the situation:
  - a. Proof of graduation
  - b. Proof of Complete Withdrawal
  - c. Proof of Leave of Absence
- 2) E-mail the Executive Director of Dining Services at [alan.andersen@usu.edu](mailto:alan.andersen@usu.edu) a request for a Block Meal Plan Refund and provide the following:
  - a. The reason requesting a refund
  - b. Proper documentation (see above)
  - c. The person's A#
  - d. Contact information; e-mail address and phone number.

The Executive Director will notify the person of either approval or denial of the request by e-mail.

If approved, the Executive Director will e-mail the USU Card Office that the request has been approved.

The USU Card Office will contact the person and coordinate the refund either through credit card or check.