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 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.