

## Meal Plan and Dining Dollar Refund and Expiration Policies

### Commuter Plans

Unused meals and Dining Dollars carry forward from Fall to Spring Semester. Refunds for unused commuter meal swipes and Dining Dollars can be requested upon complete withdrawal or graduation from the University. Refund requests must be made in person at the LakerCard Center. Amount due will be refunded to the student account. If a debt to the University exists on the student account, the debt will be satisfied, and any remaining credit balance will be refunded based upon your refund preference through BankMobile. Issuance of refunds may take up to fourteen (14) business days.

At the end of each spring semester, any unused meal swipes will be forfeited. Unused Dining Dollars will be refunded to the student account. If a debt to the University exists on the student account, the debt will be satisfied, and any remaining credit balance of \$10 or more will be refunded based upon your refund preference through BankMobile. Issuance of refunds may take up to fourteen (14) business days.

### Semester Meal Plans (Blue and Blue Plus Plans)

Students who purchase a Semester Meal Plan as part of their Housing Contract are responsible for the full meal plan cost for the entire length of the Housing Contract. Exceptions to this policy are as follows:

- A student who completely withdraws from the University PRIOR to the Housing Move-In date is eligible for a full refund.
- Policies below apply to the meal swipe portion of your meal plan only. Unused Dining Dollars will be refunded per the Dining Dollar refund policy in the last paragraph.
  - A student who completely withdraws from the University PRIOR to the end of the Drop/Add period may receive a refund of meal plan swipes on a prorated basis. Withdrawal and refund requests will be verified with Housing and the University before any meal plan refund will be issued.
    - Release from the Housing Contract does not automatically constitute a release from the Meal Plan. If you are moving out of Housing and wish to cancel your meal plan contract prior to the end of the Drop/Add period, you must immediately notify the LakerCard Center by email at [lakercard@clayton.edu](mailto:lakercard@clayton.edu). The prorated refund will be calculated from the date the LakerCard Center receives the written refund request to terminate the meal plan.
  - A student who meets one of the following criteria, and withdraws AFTER the end of the Drop/Add period but PRIOR to the 60% point of the semester, may receive a refund of meal plan fees on a prorated basis:
    - Active Military Duty Which Requires Withdrawal from University,
    - Medical Withdrawal for Critical Illness, or
    - Study Abroad.
  - No refunds shall be issued AFTER the end of the Drop/Add period.
  - No refunds shall be issued under any circumstances following the 60% point of the semester.
  - No refunds shall be issued to any student who is removed from Laker Hall or the University due to disciplinary reasons.
  - The formula for calculating the prorated refund due the student is as follows:  
**Refund** = Total cost of meal plan – student meal swipe usage – student DD usage

1. Total cost of meal plan minus dining dollar portion divided by days in semester = meal SWIPE daily rate.
2. Student meal swipe usage = Number of days meal plan was active on student's card x meal swipe daily rate.
3. Student DD usage = actual DD's spent by student.

On Semester Meal Plans, missed meals each week are forfeited and do not carry forward to the following week or the following semester. Unused guest meals from any Semester Meal Plan do not carry forward to the following semester. Unused Dining Dollars from fall semester carry forward to spring semester and are added to the Dining Dollars for the spring semester meal plan. Unused Dining Dollars at the end of spring semester will be refunded to the student account. If a debt to the University exists on the student account, the debt will be satisfied, and any remaining Dining Dollar balance of \$10 or more will be refunded based upon your refund preference through BankMobile. Issuance of refunds may take up to fourteen (14) business days.