

Dining Plan Appeal/Exception Terms and Conditions

Meal Plan Exception and Change Procedures

- Appeal exemptions are accepted until **October 1** for the fall semester and **March 1** for the spring semester
- Appeal exceptions will be considered for Medical, Religious and Financial need.
- The applicant is responsible for submitting ALL appropriate documentation and reviewing all procedures listed below.
- Only one appeal per student per year will be considered.
- A signed & dated appeal with an explanation of your request for exemption should be emailed to mealplans@services.rochester.edu as a word or pdf attachment.

Medical exceptions must include

- A brief introductory paragraph explaining your circumstances and a nutritional plan.
- A 7-day menu outline
- Identification of optional purchasing sources
- Special preparation instructions
- Where food will be prepared
- **A copy of the appeal and a letter from your physician written on his/her letterhead** must accompany exemptions for medical reasons and should be addressed and mailed to:
University Health Services
c/o Director
PO Box 270316
738 Library Road
Rochester, NY 14627
- The letter from your physician must include the diagnosis and the specific dietary restrictions.

Religious exceptions must include

- A brief paragraph explaining your dietary restrictions
- A 7-day menu outline
- Supporting verification from your religious affiliate

Financial Appeals

- Must be supported by the Office of Financial Aid.
- You must be a financial aid recipient who demonstrates high financial need based on your family's household information.
- Contact your financial aid counselor for more information. If approved by the Financial Aid Office, the Director should send a note to mealplans@services.rochester.edu verifying your financial situation and that you need relief from your meal plan requirement to meet your financial commitments.

Exceptions are not automatically renewed year-to-year unless indicated on the approved appeal form

- If an approved appeal indicates student follow up is required, it is the responsibility of the student to contact dining services within the time frame indicated.
- All requests requiring individual consideration are reviewed by a Dining Advisory Committee consisting of members from Auxiliary Operations, Dining Services, the interfaith chapel and University Health Services (medical requests).
- Please note that a request for exception or reduction to a smaller plan does not guarantee that you will be excused from the meal plan or granted a reduction to the plan you are requesting.

Appeal Process: Reviewing and finalizing an appeal request may take up to two weeks.

Notification: The student will receive an email regarding the outcome of the appeal.

Questions: Please email mealplans@services.rochester.edu