



**Mason Card Office**

Student Union I, Room 1203  
4400 University Drive, MSN 5A5  
Fairfax, VA 22030  
Voice (703) 993-2870; Fax (703) 993-3307

## Meal Plan Accommodation Form

### Part I: Application

Name: \_\_\_\_\_ Mason G Number: \_\_\_\_\_

Current Meal Plan: \_\_\_\_\_ Reduce Meal Plan: \_\_\_ Drop Meal Plan: \_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mason Email\*: \_\_\_\_\_ Alternative Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Credit Hours Earned: \_\_\_\_\_ Number of Semesters on Meal Plan: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Phone: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

\*All correspondence will be via campus email.

### Part II: Personal Statement

Attach a personal statement detailing why a meal plan reduction/exemption is required. Clearly state how meals will be provided if not eating in the dining commons.

### Part III: Documentation

Circle reason for the meal plan reduction/exemption and attach appropriation documentation.

Medical       Modified Diet       Other: \_\_\_\_\_

### Due Date

The completed application is due within 14 days of the initial exemption inquiry. Return the application to the Mason Card Office and retain a copy of the completed form. Your signature below indicates that you have read and understand the information sheet and application completely. Additionally, permission is given to share the documentation with the committee and other departments; such as Student Health Services, to assist in evaluating the request. It also gives permission to consult with your physician. This application and any supporting documentation are treated as confidential.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only	
Date Received _____	Date Responded _____

# Meal Plan Exemption Information Sheet

## University Policy

University policy requires that students living on campus in housing without full kitchens in the room have a residential meal plan. Exceptions are the Residence Halls with full kitchen facilities listed below.

**Apartments | Liberty Square | Northern Neck | Potomac Heights | Rogers | Townhouses**

This application is for students seeking an exemption from the above policy.

## Application Process

There are three parts to the meal plan accommodation process:

- **Part I:** Application – Must be signed and returned to the Mason Card Office
- **Part II:** Personal statement as to why and how meals will be provided
- **Part III:** Written documentation supporting the reasons for the application. To include a diagnosis from a physician.

Once completed, submit the application to the Mason Card Office. The Exemption Committee meets as required to review all applications and make a decision. The decision is emailed to the petitioner's gmue.edu address within two business days. If the request is denied, the decision may be appealed to the Mason Dining Resident District manager. You may be asked to provide new or clarifying facts. All information provided is treated as confidential.

## Things to Keep in Mind

- Refunds will be prorated based on consumption or use.
- Additional documentation may be requested.
- If the application is submitted after the student account payment due date, payment should be made in full to avoid late fees. If the reduction/exemption is approved, charges will be adjusted.

## Commonly Asked Questions

**Why am I required to be on a meal plan?** The university has deemed it mandatory for all students living in residence halls to be on a meal plan for the following reasons: convenience, nutrition, and to promote campus community. Seventy-five percent of all universities across the country also have mandatory meal plans for students living on campus.

**How do I take advantage of the variety in the dining commons?** There are many options available in the dining commons. Please make a point to speak with the manager on duty or contact the staff dietitian. There may be more dining options available than you realize. If you want to pursue a meal plan exemption or reduction, you'll need to demonstrate in writing that your dietary needs cannot be met in the dining commons. Refer to the next section on the application for specific documentation required.

**How long is the process?** It typically takes several days for the meal plan change to be made from the date of the decision. The refund is credited back to the student account. Any refund granted is first applied to any outstanding balance due on the account.

## Reasons for a Reduction/Exemption & Documentation Required

**Medical diagnosis:** A diagnosis on letterhead stationery from an MD or DO (letters from chiropractors are not accepted) is required stating your medical diagnosis. In the event of food intolerances/allergies, the doctor must state specifically which food(s) cannot be consumed and what allergic reaction(s) occur. The doctor can fax the documentation directly to Lois Durant, Registered Dietitian for Mason Dining at (703) 993-3325.

**Diet:** A diet requirement due to a medical condition. This includes a sample menu or meals and snacks for three days, foods to avoid, and foods to eat. A dietitian can meet with you, free of charge. You must have the letter from your doctor stating the medical condition in order for the dietitian to give proper counseling. The appointments last about 45 minutes and must be scheduled.

The Exemption Committee needs written documentation to review each case. The documentation is required as the university is a state institution and all files are subject to audits. Justification for exemptions or reductions is required for each individual case.

## Contact Information

Lois Durant  
Registered Dietitian, Mason Dining  
Southside, MSN 2F8  
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Fairfax, VA 22030  
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