

NORTHWESTERN UNIVERSITY FOOD SERVICE
 132 Parkes Hall · 1870 Sheridan Road · Evanston, Illinois · 60208
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<http://www.northwestern.edu/nucuisine>

FRATERNITY/SORORITY MEAL PLAN CHANGE FORM

Spring Quarter 2008 – All Meal Plan Changes Must Be Completed By Friday, April 11, 2008

INDIVIDUAL INFORMATION (please print legibly)

Name (Last, First M.): _____	Univ. I.D.#: _____
Address: _____	Suite/Rm.: _____
Campus Telephone: _____	Email Address: _____
Name of Fraternity/Sorority Organization: _____	
Year/Major: _____	
Residence: <input type="checkbox"/> Evanston Univ. Housing <input type="checkbox"/> Non-Resident of Univ. Housing <input type="checkbox"/> Fraternity/Sorority Housing	

BOARD CONTRACT SELECTION (check applicable)

CANCEL UNIVERSITY BOARD CONTRACT. (NOTE: YOUR FRATERNITY OR SORORITY MUST BILL YOUR STUDENT ACCOUNT A MINIMUM OF \$1,000.00 PER QUARTER FOR BOARD)

REDUCE UNIVERSITY MEAL PLAN TO ONE OF THE PLANS INDICATED BELOW. (NOTE: YOUR FRATERNITY OR SORORITY MUST BILL YOUR STUDENT ACCOUNT A MINIMUM OF \$750.00 PER QUARTER FOR BOARD)

WEEKLY PLANS: Weekly 8 Meals Weekly 5 Meals

POLICY INFORMATION

- Execution of the board contract is not a commitment of admission, enrollment, or employment within the University.
- **University housing residents are permitted to make one request per quarter to change/cancel their required board contract within the first 2 weeks of each term.**
- Completing this form does not mean that your request had been approved. You will be notified of the decision regarding cancellation or non-standard reduction requests, within ten business days if it has not been approved.
- **Any contract adjustment of charges, resulting from approval of this request, will be prorated from the date that your request is received by the University Food Service Department. This may result in additional charges based on use and/or the duration of time in which a meal plan is possessed before a cancellation/change is requested. Students may be charged despite cancellation.**
- By using your plan and participating in the dining program, you agree to accept all the terms, conditions, and restrictions of this dining contract and any revisions to it, which may be made at the sole discretion of the University.
- The board contract action you have selected and the subsequent charges or credits will be posted to your university account, within 30 business days, unless otherwise indicated.
- **In order for a request to be approved, the requestor's fraternity/sorority must bill them with the student accounts office before the "Fraternity/Sorority Board Contract Change Form" is submitted.**

I have read, understand and agree to the terms & policies of the University Food Service Contract. I have read and understand the proper use and associated charges for the meal plan contract action I have selected. I understand that the board contract is valid for the entire Northwestern University academic year remaining after the signature date on this contract, excluding University vacations.

APPLICANT SIGNATURE: _____ **DATE:** _____

THIS SECTION IS FOR UNIVERSITY FOOD SERVICE DEPARTMENT USE ONLY

	Old Plan	New Plan	Should Be	Action Required	Billing Updated by:
Plan No.					Cbord Updated by:
# EV Points					Cbord Message chng.:
# Board Meals					Effective date: