

## Request for Meal Plan Conversion to Dining Plus

Residents who are absent from campus **seven consecutive days** or longer due to one of the reasons below may request a partial adjustment for meals missed. The adjustment will consist of a value equal to 50% of the missed meal value calculated on a per diem basis and will be deposited into the resident's Dining Plus account.

To be considered for a refund, please provide the following to Dining (North Dining Rm 201) or dining@bsu.edu):

- **This completed form**
- **Supplemental documentation (see requirements below)**

Dining must receive your request **within two weeks** of your return to campus.

Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Local address \_\_\_\_\_

Date leaving campus \_\_\_\_\_ Date returning to campus \_\_\_\_\_  
(Must be at least 7 consecutive days)

### For what reason(s) are you requesting an adjustment?

\_\_\_\_ **Medical emergency** (Must provide written statement from the treating physician indicating that the medical emergency warrants an absence from campus)

\_\_\_\_ **University-required field trip** (Must provide a letter on university letterhead from the course instructor indicating trip location, departure date, and return date)

\_\_\_\_ **Funeral and bereavement leave** (Must provide written approval of leave for this purpose from the Office of Student Affairs.)

\_\_\_\_ **Military service** (Must provide a letter from your commanding officer indicating dates)

### Please provide a brief explanation of the reason you're requesting an adjustment:

---

---

#### For Dining office use:

\_\_\_\_ Approved    \_\_\_\_ Not approved    Signature \_\_\_\_\_ Date \_\_\_\_\_