

Queen's Hospitality Services – Snack Plan/Flex \$ Top-up Form

First Name

Last Name

Kingston Address

Student #

Telephone #

Snack Plan/Flex \$: taxable funds we provide in addition to, or separate from, a meal plan. These funds can be used to purchase retail snacks such as pop, fruit, Fresh to Go and baked goods, or can be used as part of a meal plan to add onto a meal greater than a Trade a Meal. These funds do **not** expire and can be carried over to the next academic year. **All snack plan purchases subject to HST.**

	Flex \$	Total Purchase Amount \$ _____
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Method of Payment

Cash Cheque Debit Card Transaction

Charge Student Account (Selecting this payment option results in the payment being due and payable immediately. If a payment to your account is not made prior to the end of the month the plan fee is applied, service charges will be applied to the outstanding amount).

Payment must be made in full. Please make cheques payable to **Queen's University** (Please note terms and conditions on reverse).
I have read a copy of the Student Dining Plan brochure and all terms and conditions listed on the reverse of this document. I understand that all meal plans are non-refundable, non-transferable, and are not interchangeable.

Signature

Date

Office Use Only	Sold By:	Set Up Completed By:
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Authorization to Debit Student Account

I authorize the amount of \$ _____ to be charged to my student fee account.
(This amount representing the cost of purchases selected above.)

Signature: _____ Date: _____

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Terms and Conditions

1. Residence and Off-Campus meal plans are valid from **September 3rd, 2017 to 24 hours following your last Spring exam**. Unused Flex \$ do not expire and may be carried over to the next academic year.
2. **Flex \$** are refundable (a \$25 administration fee will apply to all withdrawals – bonus dollars are not refunded).
3. **You must present your meal card for all meals and transactions.**
4. In order to protect your Flex \$, a lost card must be reported to the Queen's Hospitality Services Office (in Victoria Hall), or to any cashier in order to freeze your account. A temporary card will be issued. Visit our website **dining.queensu.ca** for more details.
5. A student card is issued to every student when they first arrive at Queen's. It is to be kept for the duration of your studies and is to be used only by the person to whom it is issued. A fee will be charged to replace a lost or damaged student card.
6. Due to tax regulations, certain items may be subject to applicable taxes.
7. You have **30 days** from initial purchase to refund or switch your optional meal plan.

Please note, plans purchased prior to September 1, 2017 must be paid by September 30, 2017. All plans purchased after September 1, 2017, will have 30 days to be paid in full. Any outstanding balances will be charged interest at Queen's University's usual rate. Any balance owing must be paid at the Bank of Montreal no later than January 1, 2018, using First Payment Plan.

Queen's University Hospitality Services collects certain personal information from resident students and is committed to protecting that information. This information used for the following purposes on behalf of Queen's Residences:

- to process meal plan application forms
- to assess the efficiency of our operations
- to communicate with students, parents and others regarding our services
- to bill, collect and account for provision of meal plans

In the collection, use, disclosure and retention of personal information Queen's University Hospitality Services will comply with the University's Freedom of Information and Protection of Privacy Guidelines, the University Registrar's Student and Applicant Record Policy and practices and applicable federal legislation.

Queen's Hospitality Services reserves the right to cancel a meal plan and suspend meal privileges at any time.