

Queen's Hospitality Services – Off-Campus Meal Plan Contract

Meal plans created for students who live off-campus.

First Name:

Last Name:

Kingston Address:

Student #:

Telephone #:

TAX EXEMPT MEAL PLANS		Included Trade a Meals	Snack Plan Flex \$*	✓	Total Cost	Office Use Only
C1	Weekly 10 - Up to 10 meals/week	200 Trade a Meals	0		\$3,555	
C2	Weekly 10 Plus - Up to 10 meals/week		\$400		\$3,770	
C3	Annual 320 - Up to 320 meals/year		0		\$3,510	
C4	Annual 320 Plus - Up to 320 meals/year		\$550		\$4,040	

MEAL PLANS FOR THE DINING HALL LOVER - NOT FOR RETAIL LOCATIONS -		Snack Plan Flex \$*	✓	Price before tax	H.S.T.	Total Cost after tax	Office Use Only
D1	DHL - Weekly 5 - Up to 5 meals/week	\$200		\$1,946.90	\$253.10	\$2,200	
D2	DHL - Annual 200 Meals - Up to 200 meals/year	\$200		\$2,362.83	\$307.17	\$2,670	
D3	DHL - Annual 100 Meals - Up to 100 meals/year	\$250		\$1,327.43	\$172.57	\$1,500	
D4	DHL - Annual 50 Meals - Up to 50 meals/year	\$200		\$738.94	\$96.06	\$835	

Trade a Meal (TAM): The Trade a Meal option allows you to “trade in” one dining hall meal for one of our Trade a Meal specials at our retail locations. TAM’s are not additional meals on top of your dining hall meals, they add flexibility to your meal plan, allowing you to eat outside of the dining halls at any of our 21 retail locations across campus. Plans C1, C2, C3 and C4 include a total of 200 Trade a Meals and you can use up to a maximum of four TAM’s a day.

* **Snack Plan Flex \$:** taxable funds we provide in addition to your meal plan. These funds can be used to purchase retail single serve snacks such as pop, fruit, Fresh to Go, or baked goods from 21 different retail locations on campus. These funds do not expire and can be carried over to the next academic year. More funds can be added to your student card in any denomination at any time during the semester through the Hospitality Services website or at the Hospitality Services Office. All snack plan purchases subject to HST.

Flex \$ - May be added at any time	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 30 days after 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 – Off-Campus Meal Plan

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. 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 off-campus meal plan.
8. No refunds will be given on Flex \$ that are part of a 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.