



Fall 2018

Contract Period: August 27, 2018 – December 14, 2018

ENMUR Dining Card Services MEAL PLAN CONTRACT

Return Completed Contract to:

ENMU-Roswell
Business Office
PO Box 6000
Roswell, NM 88202
(575) 624-7123 (Office) (575) 624-7495 (Fax)
mealplan@roswell.enmu.edu

For Office Use Only:	
Meal Plan:	_____
Enrolled:	_____
Bldg:	_____ Rm: _____
Student Classification:	_____
3Pty:	_____ Amt: _____
Banner:	_____ Date: _____
BbTS:	_____ Date: _____
Staff Initial:	_____

PLEASE TYPE OR PRINT ALL SECTIONS OF THIS APPLICATION IN INK

First Name	Last Name	Middle Initial
Student ID Number		
Permanent address (street, apt)	Phone Number ()	
City	State	Phone Number ()

ENMU-ROSWELL MEAL PLANS

BUILDING ONE RESIDENTS	BUILDING TWO/THREE RESIDENTS
Price indicates total charge for the semester of this contract	Price indicates total charge for the semester of this contract
<input type="checkbox"/> Unlimited 19 Plan per week \$ 1734.88 Mandatory for all residents in Building One The Unlimited Plan allows only one (1) entry during each scheduled meal No limit to the number of meals per meal period	<input type="checkbox"/> Unlimited 19 Plan per week \$ 1734.88 <input type="checkbox"/> Unlimited 10 Plan per week \$ 895.00 The Unlimited Plan allows only one (1) entry during each scheduled meal No limit to the number of meals per meal period

TERMS AND CONDITIONS

I have read and do understand and agree to be bound by the terms of the Eastern New Mexico University-Roswell Dining contract and the conditions on the reverse. I FURTHER ACCEPT FINANCIAL RESPONSIBILITY FOR THE ENTIRE CONTRACT PERIOD THAT IS STATED ABOVE.

Student Signature: _____ Date: _____

Parent/Guardian Signature:* _____ Date: _____

3rd Party Signature: _____ Date: _____

*A student under the age of 18 must also have this contract signed by a parent, guardian or other person with legal responsibility for Student. Failure of student to obtain Guarantor's signature, if required, does not negate the Contract.

ENMU-Roswell Meal Plan Terms and Conditions

Published Add/Drop Date: Friday August 31, 2018

1. Contract Duration

- a. The duration of all meal plans is for only one semester; semester of enrollment. **Meal plans are forfeited at the end of the semester and do not roll over to the next semester.**
- b. The contract period for this semester commences with dinner, on the Sunday, before first day of classes begin and ends with brunch on the Saturday day after the last day of classes.
- c. Meal plans cannot be refunded, transferred, or cancelled, after the above published Add/Drop date even if a student moves out of their residence hall. Meal Plans are not transferrable and sharing a meal plan is not permitted.
- d. Students starting the semester seven (7) calendar days after the start of the first day of classes will be able to receive a prorated meal plan cost based on the number of meal plan weeks left in the semester.

2. Meal Service

- a. Meal Plans are UNLIMITED and do not carry any cash equivalency with them.
- b. Meal plan members are allowed only one (1) meal swipe entry during each scheduled meal period (breakfast, lunch, and dinner). The Unlimited Plan has no limit to the number of meals per meal period. Meal period hours are posted in the dining hall and online.
- c. Meal plans do not include bottled drinks, candy, or chips.
- d. Meal service will commence with dinner, on the Sunday before first day of classes begin, and will end with Brunch on the Saturday day after the last day of final exams.
- e. The dining hall will close for University holiday periods, including Winter Session, Thanksgiving Recess, and other student holidays that University may designate; no meal service will be available on such holidays.

3. Mandatory

- a. Students living on-campus in Building one (non-kitchen unit) are required to purchase the 19 meal plan and may not cancel their plan for any reason. *If Student moves to a kitchen unit after add/drop, Student can keep the plan he/she already has but Student cannot cancel during the term of this contract.*

4. Eligibility

- a. Any student at ENMU-R may purchase a meal plan. However, only the student named is entitled to services extended under the meal plan; Student may not transfer services to other customers.
- b. Students living in an apartment kitchen unit can submit a meal plan contract prior to or after Add/Drop. When upgrading to a more expensive meal plan option, the apartment student resident will be required to pay an additional prorated charge to cover the difference in meal plan costs. Students may change their meal plan in person at the Dining Card Services Office.

5. Cancellation

- a. Meal plan cancellations are not permitted after the published add/drop date.
- b. If Student decides to withdraw from the University prior to the published add/drop date, Student must cancel the meal plan contract in person at the Dining Card Services Office. *Student will be charged through the end of the week in which Student withdraws (Sunday noon)*. All refunds to Student will be applied first to any outstanding debt to University. Any remaining refund due will be mailed to the permanent address on Student's records when processed by the Business Office.

6. Special Diets

- a. We will do our best to accommodate special or restrictive diets; however, there is no guarantee that we will be able to satisfy all dietary requirements. Please contact the Great Western Dining Director at 575-624-7408 to further evaluate your specific requirements BEFORE applying for a meal plan.

7. Charge / Payment

- a. The meal plan charge will be posted to Student's receivable account.
- b. Meal Plan payments can be made to the University Cashiers Office located in the Student Services Building. An invoice will be mailed to Student's permanent address. Acceptable payment methods: Online through the student portal are MasterCard, Visa, and Discover; in person to the University Cashiers Office, are cash, check, credit card, cashier's check, money order, ATM/debit Cards.

8. Cougar Card / ID

- a. Each student is issued a photographic identification card (Cougar Card) which is encoded for the appropriate Meal Plan specified on the Student's account. The card must be presented in order to obtain access to the dining hall. Students who lose their identification card must go to the Security Office for a replacement card and pay the applicable replacement fee (\$10). Meals will not be provided without a valid ID card.

Questions concerning the terms of the Meal Plan Contract may be directed to the Business Office, Administration Bldg., Suite 119 or call (575) 624-7123.



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Student Housing Authorization Information Release

ENMU-Roswell
PO Box 6000
Business Office
Roswell, NM 88202
(575) 624-7123 (Office)
(575) 624-7495(Fax)
mealplan@roswell.enmu.edu

For Office Use Only:
Building #: _____
Room #: _____
Date of Verification: _____
Staff's Initials: _____

By signing below and supplying confidential information as an identifier, I authorize the American Campus Communities Housing Office to release information from my records to the following:

Release Information to:

Name:	Business Office
Address:	ENMU-Roswell, Roswell, NM 88202
Purpose of Disclosure:	Residency Verification for Meal Plan Information only

Student Information:

First Name	Last Name	Middle Initial
Student ID Number		
Building Assignment: <i>(Circle one)</i>	One Two Three	Room Assignment Number: _____

This authorization applies to all student information regarding: **Housing Assignment (Building & Room)**. This authorization is in effect until the end of the semester during which it was issued, whichever comes first.

Student Signature: _____ Date _____

Parent/Guardian Signature:* _____ Date: _____

**A student under the age of 18 must also have this contract signed by a parent, guardian or other person with legal responsibility for Student. Failure of student to obtain Guarantor's signature, if required, does not negate the Contract.*

Please mail the Meal Plan Contract and the Student Housing Authorization Release to the Business Office:

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Business Office
Roswell, NM 88202

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