

Process for Meal Plan Modification Requests

Fairleigh Dickinson University (FDU) allows modification of required meal plans under specific circumstances (medical, religious, class/internship/work schedules).

Step 1: Initial Request

- Students seeking a meal plan modification for religious or class/work/internship, must complete the *Meal Plan Modification form* available on the Housing and Residence Life website by the first day of classes for each semester.

Step 2: Documentation Requirement

- **Class/Internship/Work Schedule**
 - A **letter from your internship/employer**
 - The letter must:
 - Be written on official letterhead, dated, and signed.
 - The letter needs to describe the student's work schedule, location, and duration of employment/internship.
- **Religious**
 - A **letter from a clergy person** at their place of worship.
 - The letter must:
 - Be written on official letterhead, dated, and signed.
 - Clearly show support for the modification and specifying groups of food the student can and cannot eat.
 - *The Meal Plan Modification Committee will review these specific dietary needs to see if the University food services provider can accommodate the needs.*

Step 3: Review Process

- Housing & Residence Life will review the submitted form and documentation the meal plan modification committee.
- Submission of this form does not guarantee the specific modification requested will be granted.

Step 4: Notification of Decision

- Students will receive a written notification of the outcome via their university email by the second Friday of the semester.
- You are responsible for full payment of your current meal plan, unless you are notified in writing that a reduction has been approved.
- If approved, Housing & Residence Life will make the approved adjustment to your account.
- If denied, students will be informed of their right to appeal.

Step 5: Appeal Option

- Students may appeal a denial by submitting a written appeal to **Dr. Craig Mourton, Associate Vice President for Student Affairs and Engagement.**
- Appeals must include:
 - Any additional or updated documentation that has not previously been submitted.
- Dr. Mourton's decision will be final.



Meal Plan Modification Request Application

Student Information

Full Name: _____

Student ID Number: _____

FDU Email Address: _____

Cellphone Number: _____

Current Residence Hall & Room: _____

Status: Incoming First-Year Student, Transfer Student, Returning Student

Requested Term(s): Fall, Spring, Academic Year

Reason for Modification (attach documentation in email)

☐ Class / Internship / Work Schedule

A **letter from your internship/employer** must be submitted along with this application.

The letter must:

Be written on official letterhead, dated, and signed.

The letter needs to describe the student's work schedule, location, and duration of employment/internship.

☐ Religious

A **letter from a clergy person** at their place of worship.

The letter must:

Be written on official letterhead, dated, and signed.

Clearly show support for the modification and specifying groups of food the student can and cannot eat.

The Meal Plan Modification Committee will review these specific dietary needs to see if the University food services provider can accommodate the needs.

Request: ☐ No Meal Plan ☐ Meal Plan D (8 meals/ week and \$200 Flex)

Part IV: Student Acknowledgement

I understand that submitting this application does not guarantee approval. Housing & Residence Life will review my request in consultation with the Meal Plan Modification committee, and I will be notified in writing of the decision. If denied, I may appeal to **Dr. Craig Mourton, Associate Vice President for Student Affairs and Engagement**

Signature: _____ Date: _____