

Meal Plan Terms and Conditions

Key Concepts and Definitions

Student Meal Plans / GT Student: Sales tax-exempt dining plans available only to GT students registered for courses in the semester for which the meal plan is purchased. Information on available meal plans is posted at dining.gatech.edu. A GT Student is defined as an individual whose principal purpose at the Institute is to pursue academic studies and who is enrolled during the current semester in one or more GT courses. Certain individuals may have both student and employee status. Eligibility for a student meal plan is governed by the individual's primary status. Graduate Assistants, Research Assistants, and Student Assistants have primary student status. Visiting scholars, however, are considered employees for meal plan purposes. Scholars are ineligible to purchase a student meal plan but may purchase Faculty/Staff Dining Funds. Special program participants are ineligible to purchase a student meal plan but may purchase an Institute Guest Meal Plan.

Guest Meal Plans: Special program participants are deemed to be "Institute Guests". Generally, special program fees include meal plan costs. GT Departments may order Institute Guest Plans by contacting support@buzzcard.gatech.edu if the guest has a gtID. If an Institute Guest with a gtID desires a guest meal plan but is not a participant of a special program that includes a meal plan, the guest may purchase an individual guest plan by visiting the BuzzCard Center.

Meal Pass Plans: Block-style plans which include a pre-designated quantity of meals. Students may purchase multiple meal pass plans within the same semester. The plan purchases may be sequential or may overlap. Meal pass plans may be purchased throughout the semester until approximately 4 weeks prior to semester end. Purchase dates are posted at dining.gatech.edu.

Traditional Plans: Provide for a specific quantity of daily meal swipes that reset at end of each day (with each meal plan week ending Wednesdays at midnight). Traditional plan offerings include the Everyday Plan (seven days per week, four swipes per day) and the Weekday Plan (Monday-Friday, four swipes per day).

Dining Dollar Plans: Dining Dollars come pre-packaged with most meal plan types; however, "Dining Dollar Plans" refer to meal plans consisting solely of Dining Dollars. Dining Dollar Plans are plans used primarily for retail food purchases on campus, although Dining Dollars may also be used in lieu of traditional meal plan swipes at campus dining halls. Dining Dollars purchased but not used as of end of the spring semester in any given academic year are refunded back to the student's Bursar account. This change is effective starting with the Academic Year 2019-2020.

Sales Taxes: Meals purchased under student meal plans (including Dining Dollars) are exempt from sales tax. Meals purchased with other types of plans (Faculty & Staff Dining Funds and Guest Meal Plans) are not exempt.

Student Meal Plans - Guest Meals: Student meal plans are for the sole use of the student to whom the plan is assigned. Meal plans afford students the opportunity to purchase meals at GT Dining campus locations free of sales tax. This is a privilege not available to non-registered students. For this reason, a student may not use his or her meal plan to purchase a meal for a guest. However, limited complimentary guest meal swipes may be offered in connection with some plans. Full meal plan descriptions, including available guest meals, are posted at dining.gatech.edu.

Student Account: The student's account of all semester charges managed by the Office of the Bursar.

Meal Plan Administrator: The BuzzCard Center administers all meal plans. Students should direct all meal plan purchase and exchange issues to the Meal Plan Administrator at support@buzzcard.gatech.edu. BuzzCard Center staff monitor all incoming communications and make every effort to respond no later than the following business day. The Meal Plan Administrator coordinates with Housing, Athletics, Office of Fraternity and Sorority Life and/or Dining Operations when appropriate to resolve specific concerns prior to issuing an official, final response to the support ticket.

Dining Operations: GT's third party dining partner operates all GT dining facilities. This third party is responsible for food preparation and delivery, menu design, and general operation of dining facilities. Dining Operations posts detailed information on meal plans, meal service, and dining locations at dining.gatech.edu. Students should visit dining.gatech.edu to learn more about menus, locations, hours of operation, and dietary information. Students should direct any concerns regarding allergies or other dietary restrictions to nutrition@gatech.edu.

Student Meal Plan Purchases, Returns & Effective Dates

Where to Purchase: Student meal plans may be purchased online at mealplan.gatech.edu.

Multiple Plans and Mid-Semester Purchases: A student may purchase multiple Dining Dollar or block-style ("Meal Pass Plans") if additional meals or funds are needed. Students may purchase such meal plans throughout the semester through the posted purchase end date. Meal plan pricing and purchase dates are posted at dining.gatech.edu.

Payments and Returns: Meal Plans may not be returned. In certain exceptional cases, Meal Plans may be exchanged due to demonstrated need for exchange through support@buzzcard.gatech.edu. Upon exchange, former meal plan charges will be pro-rated for the period of time in which former meal plan was active. Exchanges result in an additional \$30 change fee to the student's account. Meal plan charges are posted to student (Bursar) accounts and are payable according to standard semester due dates for tuition and fees, as posted on bursar.gatech.edu. Any meal plan charges generated after the due date for tuition and fees are due and payable immediately. Unpaid charges will result in registration and transcript holds.

Effective Dates: Meal plan purchases are effective on the first meal service date of each semester as posted at dining.gatech.edu. All meal plans expire on the last day of each semester. Special terms apply to Dining Dollars (refer to Dining Dollar section below). Plans purchased after the first meal service date are effective within one hour of purchase.

Dining Dollars (Students):

- Dining Dollars come pre-packaged with most meal plans. Dining Dollar only plans may also be purchased.
- Dining Dollar plan purchases may not be cancelled or refunded upon purchase. Dining Dollar plans may only be exchanged up until three days prior to the first meal service date (posted at dining.gatech.edu). Unused Dining Dollars will automatically be refunded back to the student's account at the end of the spring semester.
- Dining Dollar promotional bonuses may apply and are effective over the same dates as the corresponding Dining Dollar plan purchase. Promotional unused bonus Dining Dollars will expire at the end of the Spring semester.
- Dining Dollar plans may be purchased through the purchase end date posted at dining.gatech.edu.
- Summer and Fall Dining Dollar purchases (including those pre-packaged with meal plans) roll forward to the spring semester. Beginning with the 2019-2020 academic year, unused Dining Dollars at the end of the spring semester are refunded to the student's Bursar account. Bonus Dining Dollars will expire at this time.

BuzzCard Funds:

Certain meal plans may come prepackaged with BuzzCard funds. BuzzCard Funds purchased with meal plans do not expire and are refundable upon leaving the Institute (refer to the “**BuzzCard Stored Value Account Disclosure of Semesters and Conditions**”, available at buzzcard.gatech.edu/buzzcard-terms-and-conditions, for additional information).

Faculty & Staff Dining Funds:

Faculty & Staff Dining Funds are stored value, declining balance account funds accessed from the employee's BuzzCard. Deposits may be made at buzzcard.gatech.edu under the Faculty & Staff menu (“manage your account” button), or via payroll deduction election.

- Purchases may not be cancelled or exchanged.
- Faculty & Staff Dining Funds do not expire and are refundable upon inactivation of Faculty/Staff BuzzCard. Additional information is available at buzzcard.gatech.edu/buzzcard-terms-and-conditions.
- Faculty & Staff Dining Fund promotional bonuses may apply and never expire. Unused bonuses have no value upon inactivation of Faculty/Staff BuzzCard.

Student Athletes:

Georgia Institute of Technology Athletes are encouraged to consult with their Coach or the GTAA Compliance Office prior to purchasing any meal plans at dining.gatech.edu.

First-year Housing Residents

General: All first-year residents are required to maintain a meal plan and are pre-assigned an Everyday Meal Plan. The Everyday Plan may be exchanged for a Weekday Plan until three days prior to the first meal service date of each semester (refer to dining.gatech.edu for posted service dates). No change fee shall apply to these exchanges. Plans may not be exchanged after this date.

Exceptions to First-year Resident Meal Plan Assignments:

Greek New Members:

- First-year housing residents joining a Greek fraternity or sorority are required to maintain a meal plan during the term of their housing contract. A **Greek meal plan** is available to students who have joined a Greek house and who have completed a Greek meal plan request through the Office of Fraternity & Sorority Life by the date published by that office. The Office of Fraternity & Sorority Life will confirm new member status after which the meal plan administrator will process the exchange. (Refer to IV. Plan Exchanges & Refunds below.)
- All Greek meal plan enrollments will be effective on a specific, published date. Until that date, the student's original meal plan will remain in force. This standardized processing period may take up to three weeks. A student's original meal plan charge will be prorated and charged to the student's account for this processing period. The Institute is unable to accommodate exceptions to this policy due to the variable nature of the Institute's broad and diverse Greek culture. Students are encouraged to utilize their original meal plan during this processing period to maximize the value of the plan they are required to purchase.
- If a student cancels his or her Greek membership, the student will be reassigned the original meal plan (see "Meal Plan Exchanges" for additional terms and conditions). A prorated cost will be charged to the student's Bursar account.
- Meal plan change fees apply (\$30 for the current academic year).

Student Athletes:

- Athlete scholar first-year housing residents will be assigned an athletics scholarship meal plan by the Athletic Association. Scholar athletes should not self-enroll in a meal plan as this will result in a charge to their student account. Scholar athletes may purchase an additional meal plan through dining.gatech.edu but are encouraged to do so only after they have consulted with their Coach or the GTAA Compliance Office.
- Non-scholar athletes may be eligible for a reduced meal plan based on travel and training schedules. The meal plan administrator works directly with the GT Athletics Association (GTAA) Compliance Office at the beginning of each semester to identify needs and challenges unique to each team and to establish reduced service plans where appropriate. Students should not submit individual exchange requests to the meal plan administrator but should direct any concerns or inquiries to their assigned Coach or to the GTAA Compliance Office.

Plan Exchanges & Refunds

Dining Dollar and Meal Pass Plans may only be exchanged up until three days prior to the first meal service date (posted at dining.gatech.edu). Should students desire more than original purchased quantities, multiple Dining Dollar and Meal Pass Plan purchases are permitted throughout the semester. Sales of these plans are available through the end date posted at dining.gatech.edu. Summer and Fall Dining Dollar purchases (including those pre-packaged with meal plans) roll forward through the spring semester. Beginning with the 2019-2020 academic year, unused Dining Dollars at the end of spring semester are refunded to the student's Bursar account. Bonus Dining Dollars are not refunded to the student's account as these bonus dollars have no value.

Housing Peer Leader Upgrades:

- Special rules apply to Housing Peer Leaders desiring to upgrade the meal pass plan awarded in connection with their GT Housing employment:
- Peer Leaders must request an upgrade of their meal pass plan through the Peer Leader Coordinator's Office prior to three days before the first meal service date. (Meal service dates are posted at dining.gatech.edu.) The administrator will coordinate with the Housing Office to upgrade requested plans.
- A Peer Leader upgrade request submitted after the first meal service date shall only be honored for Peer Leaders hired after the semester begins. For a late upgrade of the Peer Leader Meal Pass Plan for a larger Meal Pass Plan, the Peer Leader shall be refunded for the full cost of his or her original plan and charged for the full cost of the new plan. The full quantity of new plan meals shall be added to the student's BuzzCard and shall not be reduced for meals already consumed under the original plan. In addition to this new plan charge and original plan refund, the student's account shall be charged for the value of meals consumed under the original Meal Pass Plan at the original per meal cost. For a late upgrade of a Peer Leader Meal Pass Plan to a traditional plan, meals used semester to date shall be treated as having been consumed under the traditional plan. (The traditional plan constructs shall be applied retroactively.) (Refer to the "Meal Plan Exchange Rules" below for additional terms and conditions.)

Traditional meal plans may be exchanged under the following limited circumstances:

- **Exchange requests initiated prior to three days before the first meal service date of the semester.** See meal service dates posted at dining.gatech.edu. The meal plan change Fee does not apply to pre-semester exchanges.
- **Greek New Members** who are also first-year Housing residents and who have elected the Greek meal plan may exchange their first-year resident plan for the Greek plan (see First-year Housing Residents above for more information). Exchange elections must be made in accordance with the procedures and established deadlines promulgated by the Fraternity & Sorority Life Office in partnership with the meal plan administrator. The Fraternity & Sorority Life Office disseminates information to House Leadership. Students should contact House Leadership or the Fraternity & Sorority Life Office with questions concerning the exchange process or deadlines. Original meal plan pro-rated fees apply to all meal plans until the date Greek plan is active. A meal plan change fee applies (\$30 for the current academic year).
- Upper Class students who join a fraternity/sorority and have purchased a higher-priced meal plan before joining, will be allowed to switch to a Meal Pass 100, 150 or 200 plan.
- **Walk-on Student Athletes** joining a team for which the GTAA Compliance Office has arranged reduced meal plans. The Meal Plan Change Fee does not apply.

- **Other Qualifying Circumstances:** Other than as described above, meal plan returns or exchanges are permitted only under significant extenuating circumstances such as student withdrawals, off-campus internships, hardship or the death of a student. For such unusual situations, submit a support ticket to the administrator at support@buzzcard.gatech.edu. The meal plan change fee will generally apply under these circumstances.

Withdrawals from the Institute: The student must first follow regular Institute procedures to record his or her official withdrawal from the Institute.

Off-campus Internships: It is the responsibility of the student to provide appropriate documentation of the Internship to the meal plan administrator for any refund or exchange request.

Meal Plan Exchange Rules:

- A meal plan change fee does not apply to exchanges requested prior to three days before the first meal service date (see posted service dates at dining.gatech.edu). When meal plan exchange exceptions are granted after this date, a \$30 change generally applies.
- Meal pass plan exchanges are effective immediately and are pro-rated accordingly when processed by the meal plan administrator.
- Meal plan prices include an administrative fee (\$101/semester for Academic Year 2019-2020). This fee covers Institute overhead costs associated with administering meal plan programs. In the event of a meal plan exchange, the Administrative Fee is charged only once per semester. The Administrative Fee is excluded from exchange proration calculations and is not refundable.
- Meal plans may come with a pre-designated amount of Dining Dollars and/or BuzzCard Funds (complete meal plan descriptions are available at dining.gatech.edu). Dining Dollars and BuzzCard Funds are not prorated in connection with a meal plan exchange. Should a student exchange for a plan that comes with fewer Dining Dollars or BuzzCard Funds but the student has already spent more than the new plan dollars, the excess used will be charged to the student's account in addition to the new prorated meal plan cost.
- The administrative fee, Dining Dollars, and BuzzCard funds are deducted before deriving per meal or per week values used in proration calculations.
- For an approved exchange effective after the start of the semester (the first meal service date as posted at dining.gatech.edu), students are charged a prorated amount based on the original plan price through the effective date of the plan exchange, and a prorated amount based on the new plan for the remainder of the semester.
- Applicable charges and refunds are posted to the student's account and will be due or refunded according to the standard schedules posted on the Office of the Bursar's website. For transactions made after the posted deadline for payment of semester charges, net charges are due immediately.

Policy Administration

Administration of this policy is governed by the GT BuzzCard Office ("Meal Plan Administrator"). Direct any Questions to support@buzzcard.gatech.edu.