

MEAL PLAN EXEMPTION REQUEST

Date Submitted: _____

All students who live in residence at Wilson College are required to take the board plan. This is grounded on principle -- that a major feature of a residential college is table sharing -- as well as economic practicality - in order to equip and staff a full dining program, there must be a consistent number of students participating in the service. Any student seeking an exemption from this requirement or permission to drop to a lower meal plan than currently permitted should complete this form. Requests are reviewed on a case-by-case basis. Incomplete requests will not be considered. All petitions for meal plan exemption need to be submitted to the Director of Residence Life no later than 30 days prior to the start of the semester. Requests submitted during the semester may not be considered until the following semester.

APPLICATION GUIDELINES *(Please read carefully)*

Exemptions from the board plan are rare. These commonly heard reasons are **not** grounds for petitions:

- The meal schedule does not fit my personal schedule
- I have more meals than I can use
- I am vegetarian or vegan
- I don't eat all my meals
- I can save money by being off board
- I don't like the food offered

Requests stating these reasons will be denied. However, we will assist you in making the board plan work when your situation involves one of the above stated reasons.

Exemptions are made solely on the basis of documented health conditions or required religious observances that require special diets that cannot be accommodated by the college's food service provider. Students with specific dietary needs should meet with the Director of Dining Services to address your concerns to determine if special accommodations can be made. *Almost all situations/conditions can be accommodated on the meal plan.*

To request exemption, you must complete the following steps:

1. Fill out the form and obtain supporting documentation:
 - a. Documentation for health conditions must be from the medical doctor (or licensed professional with expertise in the area of diagnosis) who is providing care or treatment to the student for that condition. Documentation should be in writing, on professional letterhead, and can be sent in by mail, fax, or email (pdf). Documentation must be recent and clearly identify the current diagnosis, impact on dietary needs/limitations, and recommended accommodations (based on treatment plan). Documentation should also indicate how long the student has been under their care for this issue.
 - b. Documentation for religious observances provide a summary of your religious-based dietary needs and provide a letter supporting your particular needs from your religious leader. If you plan on cooking all your meals in a kitchen on campus, please provide information in your letter about how you plan to have this kitchen provide you with the environment that you need to practice your religion.
2. Submit the form and all supporting documentation *together* to the Director of Residence Life.
3. Make an appointment with the Director of Dining Services (dan.maertz@wilson.edu or 717-264-4580) to plan and implement accommodations. During your appointment you should remain positive and have an attitude of problem solving together.

STUDENT INFORMATION *(Please type or print legibly)*

Name _____ Student ID _____

Current Class Standing _____ Current Residence Hall Assignment _____

Please indicate the nature of your request:

- I wish to switch to a lower meal plan than permitted. (Please specify which one: _____)
- I wish to be exempted completely from the meal plan.

Semester for which you are requesting exemption: Fall 20____ Spring 20____

RATIONALE FOR MEAL PLAN EXEMPTION

On a separate piece of paper, please explain your reasons for wanting a meal plan exemption. In order for your petition to be as complete as possible, the following questions should be answered as appropriate for your particular request:

- What is the problem/diagnosis?
- What is the history? How long has this been going on?
- How long is the problem expected to go on in the future?
- How does the problem manifest itself?
- What aggravates the problem?
- What makes it better?
- What type of diet is required? Any preparation restrictions? Handling restrictions?
- What attempts have you made to work with Wilson College dining services for accommodations?

FOOD ACCOMMODATION PLAN/POSSIBILITIES

During your meeting with the Director of Dining Services, please make notes about potential food options that would meet your dietary needs or concerns. Develop options for each meal offering (breakfast, lunch, dinner, & brunch).

COMPLETION OF APPLICATION STEPS

All steps must be completed for consideration. Initial and date the following steps as completed:

Initial	Date	Application Step
_____	_____	Request form completed fully with rationale.
_____	_____	Medical or religious documentation submitted.
_____	_____	Met with Director of Dining Services to discuss accommodation needs & develop plan.

I understand that I am requesting a waiver to the meal plan requirement. I give permission to the Office of Student Development to confirm all my information as reported with this application. I understand that any inaccuracies in my application would be viewed as a direct violation of the Honor Principle and is subject to referral to Honor Council. I understand that requests and/or appeals for meal plan exemption do not guarantee exemption.

Signature of Applicant

Date

Application Reviewed by:			<i>For Office Use Only</i>	
<u>Office:</u>	<u>Signature:</u>	<u>Date:</u>	<u>Approval Recommendation</u>	
Dining Services	_____	_____	Yes	No
College Nurse	_____	_____	Yes	No
Director of Residence Life	_____	_____	Yes	No
Dean of Students	_____	_____	Yes	No
Approved: Yes _____ No _____ Date: _____ Duration: _____				
cc: Student Development, Dining Services, BO/FA, & Residence Life				
Notes:				