Terms & Conditions

DINING PLAN AGREEMENTS ARE LEGAL CONTRACTS BETWEEN YOU AND THE UNIVERSITY OF PENNSYLVANIA. DINING PLAN CONTRACTS ARE BINDING FOR THE ENTIRE ACADEMIC YEAR.

BY SIGNING THE 2017-2018 DINING PLAN CONTRACT OR CONFIRMING YOUR ONLINE DINING PLAN SELECTION, AND/OR PARTICIPATING IN THE DINING PROGRAM, YOU AGREE TO ACCEPT ALL OF THE TERMS AND CONDITIONS OF THE DINING CONTRACT.

Enrollment

Dining plans are binding for the entire academic year. Students may make one change to their dining plans during the Fall and Spring Change Periods, as outlined, below, from their current plan to another plan for which they are eligible.

Eligibility and Requirements for Dining Plans

First-Year Undergraduate Student Contract
The University of Pennsylvania requires that all first-year undergraduate students enroll in a dining plan.

Incoming Freshmen
Freshmen are required to sign-up for one of the following plans: The Away From Kitchen Plan (AFK), The Balanced Eating Naturally Plan (BEN) or The Best Food Fit Plan (BFF). Students who do not choose a dining plan will be assigned the BFF Plan, with the option to change during the Fall Change Period.

Transfer & Exchange Students
First-year transfer students and exchange students are required to sign-up for a dining plan, choosing from any of the first-year or upperclass plans. Students who do not choose a dining plan will be assigned the BFF Plan, with the option to change during the Fall Change Period.
Upperclass Students
Upperclass students are eligible to sign-up for any of our First-Year or Upperclass dining plans.

Graduate Students
Graduate students are eligible to sign-up for one of the Take Your Pick Grad plans, available only to Graduate students, or any of the Freshmen or Upperclass plans.

*Please note:* Penn Dining reserves the right to alter dining plan offerings and/or structures. Plans may be added, amended, or removed, as deemed necessary by Penn Dining.

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**Dining Plan Billing**

Contract holders are billed each semester for dining plan charges (for one-half of the total academic year cost). First-year students will be billed an additional charge in the Fall for New Student Orientation.

If any additional purchases are made (additional swipes and/or Dining Dollar$), a monthly bill will be sent.

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**Meal Service**

2017-2018 Days of Service
Dining plan service begins on the first day of classes and continues through the last day of finals in each semester, EXCEPT for school breaks:

- Thanksgiving Break
- Winter Break
- Spring Break

Dining Dollar$ can be used through Commencement Day (May 14, 2018) and swipes can be used through final exams.

Meals and Services Offered
Our dining program comprises a variety of services: All-you-care-to-eat meals offered at three residential dining cafés and one Kosher dining café, Grab & Go meals, a la carte retail food options, and convenience stores.
Please note: Meals and services offered vary by location. Click [here](#) for hours of operation.

**Dining Locations**
The University provides dining services to students in a number of locations deemed most convenient for the greatest number of students. The University reserves the right to close any existing dining service location or to move the location where any particular type of food service is offered, at the University’s sole discretion, at any time during the term of this agreement.

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**Plan Features**

**Meal Swipes**
All dining plans (except the Any Time Meal plan) include meal swipes, which allow students to visit our all-you-care-to-eat (AYCTE), on-campus cafés. Each time you eat in an on-campus cafe, one swipe is subtracted from your semester swipe allowance. Meal swipes that are allotted with your initial dining plan do not carry over from the Fall into the Spring semester. Unused meal swipes in the Spring expire on Commencement Day. All meal swipes are non-refundable.

**Dining Dollar$**
All dining plans include Dining Dollar$, which are credits toward a la carte retail food purchases or additional all-you-care-to-eat swipes at the dining halls. Students may add Dining Dollar$ to their dining plan at any time by going online to [Campus Express](#). Dining Dollar$ are non-refundable and expire on Commencement Day.

**Add-on Swipes**
Students may add additional swipes to their dining plan at any time by going online to Campus Express. Add-on swipes may be purchased in quantities of 15, 25, 50, 75, or 100. These additional swipes are non-refundable and cannot be removed from a plan once added. All swipes including add-on swipes will expire on the last day of finals. Any add-on swipes purchased in the Fall semester will carry over into the Spring semester.

**Guest Swipes**
All dining plans (except the Any Time Meal plan or Graduate Take Your Pick plans) come with up to 10 guest swipes per year, allowing students to host family and friends in the residential dining facilities (five in the Fall and five in the Spring). Guest
swipes can be used one at a time or all five at the same time. When using a guest swipe, simply tell the cashier, and they will deduct the swipe(s) from the Guest Swipes balance.

Guest swipes can also be used for personal use once all regular swipes have been exhausted. When using a guest swipe for personal use, simply tell the cashier that you are using a Guest Swipe. Additional guests are always welcome, provided they pay the meal period rate at the door. Students may also charge additional guest meals above the 10 allowed per year to their Dining Dollar$, PennCash or SFS accounts. Guest swipes are included in the total swipe balance for each plan.

Example: BEN Plan = 370 swipes per year (360 regular swipes + 10 guest swipes)

**Swipe Conversion**

Once per semester, Penn Dining has offered an opportunity for students to convert a set number of standard meal swipes into Dining Dollar$. Penn Dining reserves the right to set the dates of the Swipe Conversion Period, the exchange rate at which swipes may be converted, which swipes may be converted (i.e. no guest swipes), and/or may cancel the Swipe Conversion program at any time.

In order to participate in Swipe Conversion in the Spring semester, dining plan holders must sign up for a dining plan for the following academic year.

Example: In order to convert swipes during the Spring 2017 semester, a dining plan holder must be enrolled in a dining plan for AY 2017-18.

Please note: Participation in the Spring semester Swipe Conversion program indicates confirmation of enrollment in the dining plan for the following Academic Year, and acceptance of all Terms & Conditions, as outlined in this document.

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**Special Dietary Needs Terms & Conditions**

**Special Dietary Needs**

Penn Dining includes designated items for students who prefer kosher, vegetarian/vegan foods, or foods made without gluten containing ingredients, in addition to the 8 major allergens. We will try to accommodate other special dietary needs upon reasonable advance notice.
Penn Dining currently serves many students with food allergies or dietary needs and our registered dietitian, Dan Connolly daniel.connolly@cafebonappetit.com, is here to assist students with any dietary questions or concerns they may have.

Requests for accommodation based on a food allergy or special dietary need is referred to our registered dietitian who will work with the student and Student Disabilities Services (SDS) to determine an appropriate accommodation within the dining program. In the case where a reasonable accommodation cannot be made, a waiver of the dining plan will be considered. Please note that all students making an accommodation request will be contacted by SDS and until a final decision is reached, all students will be responsible for their University dining contract.

Please review the Health & Wellness section of our website or contact Penn Dining at (215) 898-3547 or dining@upenn.edu for further information.

Sick Meal Needs
If you are sick and cannot get to a café, you or a staff member can request that meals are picked up for you. Penn Dining has worked with Student Health Services to prepare meal options which provide sufficient calories and hydration to support your recovery. To arrange, simply contact a chef or manager one meal period prior to the desired pick-up. Your designated proxy will be asked to provide your name and PennCard number at the cashier station.

For additional information see the Penn Dining Website. Any meal plan holder can participate.

Kosher Terms and Conditions

Dining Plan Participants
Dining Plan participants who wish to dine at Falk Dining Commons (kosher dining hall) will be charged an additional fee of $3.00 per swipe along with their swipe. This fee may be paid for with Dining Dollar$, PennCash, SFS credit or cash. In order to ensure seating, we recommend that anyone with a dining plan who would like to dine at Falk Dining Commons during weekends make an advance reservation. An advance reservation will be required for all high holiday meals. Additional fees may apply for Passover meals only.

Non Dining Plan Participants
In order to ensure seating, we recommend that anyone without a dining plan who would like to dine at Falk Dining Commons during weekends make an advance reservation. Those without a dining plan who wish to dine during high holidays will be required to make an advance reservation with payment in full. This payment can be made using a credit card over the phone or by cash or check. All payments must be made 48 hours in advance and will not be refunded in the event that the reservation is not honored. Any non-weekend or non-holiday swipes may be paid for at the door, with PennCash or SFS Credit for Penn students, or with cash for non-Penn participants.

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**Changes, Cancellation, and Refunds**

**Dining Plan Changes**
Students who enroll in an AY 2017-18 dining plan during Spring 2017 via the Residential and Dining application process (MyHomeAtPenn) will have the opportunity to change their AY 2017-18 dining plan as outlined in the application process.

Students who enroll in an AY 2017-18 dining plan via Campus Express (March 17-May 31, 2017) during the Early Sign-Up Discount Period (January 18-May 31, 2017) will have the opportunity to make ONE change to their AY 2017-18 dining plan, before June 1, 2017.

All students (including those listed above) may make ONE change to their dining plan during the Fall/Spring Change Periods:

- Fall 2017 Change Period Dates: August 29—September 19, 2017
- Spring 2018 Change Period Dates: January 10– January 31, 2018

Dining Plan changes are allowed ONCE in the first three weeks of each semester. The new balance after a dining plan change will depend on the usage of the previous plan. Any swipes or Dining Dollar$ used over and above what came with your original dining plan will be charged in addition to the regular cost of the new dining plan. If the usage is less than what is allotted with the new dining plan, the amount of swipes and Dining Dollar$ used with the original dining plan will be deducted from the amounts allocated with the new dining plan.
Changes made at the start of the Fall semester are effective for the full academic year. Changes made on AY 2017-18 dining plans during the Spring 2018 semester will only affect the Spring 2018 semester plan. Any Dining Dollar$ carried over from the Fall semester will remain regardless of whether or not a change is made. Meal swipes do not carry-over from the Fall semester.

All dining plan changes must be made via Campus Express Online during the appropriate Change Period. Inquiries regarding all dining matters must be directed to the Penn Dining Office – change requests sent to Student Financial Services are NOT valid.

**Please note:** Any additional charge or refund due as the result of a dining plan change will be based on the current rates regardless of whether the initial sign-up was during a promotional period

Example: You purchase a Balanced Eating Naturally (BEN) Plan, which comes with 185 swipes, 5 Guest Swipes, and $212.50 Dining Dollar$ per semester, and you change (during the change period) to the Best Food Fit (BFF) Plan. Prior to switching, you used $25 of the Dining Dollar$ and 20 of the swipes from the BEN Plan from the start of the semester until the change took place. When you get the BFF Plan, you will now have 105 swipes instead of 125 swipes (125-20), and you will start with $375 Dining Dollar$ ($400-$25). The starting balance for the BFF Plan is 125 regular swipes, 5 Guest Swipes, and $400 Dining Dollar$.

**Cancellation / Termination of Agreement**

Cancellations are not permitted unless you are leaving the University for one of the following reasons: Leave of Absence, Withdrawal, Study Abroad, Graduation, or Fall Exchange Students (cancellation for Spring semester portion of dining plan only). If you are leaving the University and need to cancel your dining contract, you MUST complete a cancellation form.

- If you live in on-campus housing, please complete the *Request for Early Termination* for you housing contract found at MyHomeAtPenn.upenn.edu. When completing the request to terminate your housing contract, you will also be able to indicate that you have a dining plan to cancel and both requests will be processed jointly. **Please note: a cancellation of a housing contract does not guarantee a cancellation of a dining contract.**
• If you only have a dining contract to cancel or are unable to complete the *Request for Early Termination* for housing, please complete [this form](#) and submit to the Penn Dining Office at dining@upenn.edu.

The dining program is not affiliated with any decision concerning financial aid to students. We cannot consider any financial matter as an acceptable reason for requesting a meal plan cancellation. The cancellation needs to be approved by the University of Pennsylvania prior to issuance of any credit.

The University reserves the right to terminate this agreement for failure to pay University fees, for violation of University or Penn Dining policy, or when you are no longer enrolled as a Penn student.

**Refunds**

If a credit is due as a result of cancellation or termination of this agreement, the refund will be sent by Penn Dining to Student Financial Services (SFS). Penn Dining does not issue refund checks. Students may check the status of their account on Penn InTouch. Students expecting a refund should contact SFS, after the dining plan credit appears on Penn InTouch.

No refunds are provided in the case of termination due to failure to pay fees or comply with policies. Refunds will be prorated based on the number of swipes and Dining Dollar$ used and will be calculated based on the price per swipe of the dining plan in which the student is participating.

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**Conditions of Dining Plan Participation**

**Non-Transferal of Dining Contracts**

Contract meals are for the exclusive use of the contract holder and are not transferable. Persons found using a PennCard other than their own will be considered in violation of University Policy and subject to disciplinary proceedings.

**Removing Food from the Dining Halls**

Our dining plans were designed to provide maximum flexibility for students to enjoy our cafés. In addition to offering a variety of dining options, our all-you-care-to-eat facilities help foster a sense of campus community by allowing students to dine together. However, should you need to; there is a take-out option in the dining halls.
through our Green2Go Program. Students with hectic schedules can use swipes at express stations at McClelland in the Quad, Gourmet Grocer, and Hill Express.

**Lost Card Policy**
Students must have their PennCard to enter the dining halls. Students who have lost or misplaced their PennCard may enter the dining halls by first completing a Lost Card Voucher obtained from the cashier. The visit will be deducted from the student’s dining plan.

**Student Conduct**
Students are expected to comply with all rules and regulations of the University while in a Penn Dining Services facility. All rules, policies and procedures of the University and Penn Dining Services, including those published in the PennBook, University Policies and Procedures, official publications and bulletins, and the University and Penn Dining web pages, are incorporated in this agreement. Students found in violation of University and/or Penn Dining Policy may be subject to disciplinary proceedings.

**Returned Checks**
A $40 fee will be assessed for any returned checks.