

Student Housing Meal Plan

Fall 2011 / Spring 2012

Semester: _____ Year: _____

Name: _____
Last First Middle Banner I.D./UH User I.D.

Address: _____
Street

City State Zip Code Phone #

Email: _____ Fax#(if available) _____

Please Select One From The Following Meal Plan Choices

Plans	Semester Total	20% Cost
A 5 Meals/Week + \$500 Flex Points*	\$ 1,851.90	\$ 370.38
B 7 Meals/Week + \$450 Flex Points*	\$ 1,936.74	\$ 387.35
C 9 Meals/Week + \$325 Flex Points*	\$ 2,018.84	\$ 403.77

* For Explanation on Flex Points and other information. See Brochure
 or

* Access the Sodexo website at: <http://www.uhcampusdining.com/>

Type of Payment

Check is enclosed payable to "University of Hawaii at Hilo"

Charge to: Visa Master Card

Name of Card Owner: _____

Card No: _____ Exp. _____

Signature: _____ CCV: _____

Payment made through MYUH Portal on: ____/____/____

I am on Athletic Scholarship (Submit copy of Scholarship letter)

I wish to defer payment. I have documentation of sufficient financial assistance* to cover my meal plan and will submit my 20% payment (Plan A: \$366.71, Plan B: \$383.51, Plan C: \$395.85) payable to the "University of Hawaii at Hilo" and a **copy of my financial aid award letter.**

* Please note that "sufficient financial assistance" includes funds required to pay your tuition and meal plan. Students will be required to submit payment for the balance that does not cover meals after deduction of tuition and fees.

I certify that all information given on this form to be true and will abide by them. I assume the responsibility for payment of fees under the terms and conditions established by the University, and outlined in this form.

Signature of Student

Date

Signature of Parent/Guarantor
(if applicant is below 18 years of age)

Date

Please submit this form and payment to the: University of Hawaii at Hilo
University Housing Office
200 West Kawili Street
Hilo, HI 96720

These items may also be faxed to our office at: (808) 974-7652

DEFERRED PAYMENTS

Deferred payment will be granted only to those paying a **required deposit** of housing/meal plan fees and receiving enough financial aid (grants, loans, etc.) to pay for their tuition, fees, housing and meal plan. Also, included are those paying their required deposit and signing up for the University of Hawaii Installment Payment plan.

To be allowed deferment of full payment, a deposit of 20% of full cost of rental and 20% of Meal Plan is required (to be applied to rental/security deposit and Meal Plan selection), along with a copy of your "Notification of Financial Assistance" (also called Award Letter) or any other document(s) (i.e., promissory note) as proof of assistance by your designated deadline. Please note that a copy of **an application for financial assistance is not acceptable as proof of aid**. Students will be required to submit payment for the balance that does not cover housing and meals after deduction of tuition and fees and/or sign up for the University Installment Payment Plan

Students that do not have financial aid or do not have enough financial aid to cover all of their expenses may submit a payment of 20% of Full cost of Rental and 20% of Meal Plan and sign up for the University of Hawaii Installment Payment Plan. More information on how this plan works can be located at:

<http://myuhinfo.hawaii.edu/object/paymentfaq.html>

Students taking this option must sign up for this plan by the designated deadline noted on the housing billing statement. Students that fail to do so, will lose their housing space.

Please note that the **student is responsible to see that all necessary documentation is submitted by the specified deadline**. To insure that you have financial assistance, please follow-up with the Financial Aid Office to verify that your paperwork has been processed.

CANCELLATION & REFUND PROCEDURES

These are the general guidelines for room and meal plan refunds. All requests for refunds must be made in writing and turned in to the Student Housing Office. Refunds are normally mailed to the student and processing may take four to six weeks. Refunds may be delayed if student has an outstanding obligation to the University. Any outstanding obligation to the Housing Office will be deducted from the refund. All amounts due to the Student Housing office are based on the entire applicable Fall/Spring/Summer term. Once an assignment is made and a signed billing statement is received by Housing, it is up to the individual to cancel his/her space in writing if a refund is requested or to avoid a financial obligation.

ROOM FEES AND MEAL PLANS

1. Refunded in full if notification of written cancellation is received by the Student Housing Office by the full payment deadline.
2. Refunded in full less a service charge of twenty-five dollars (\$25) each for housing rental and meal plan and if a written cancellation is received between the full payment deadline and eight (8) days prior to hall opening.
3. Eighty percent (80%) room refund if written cancellation is received between eight (8) days of hall opening and within the first fourteen (14) days after hall opening.
4. **No refund after fourteen (14) days of hall opening.** A resident will receive a refund only if he/she is replaced. Refund shall be equal to the pro rata amount paid by the incoming replacement. Replacement will be done on a first out first in basis.
5. **No refund to students who are evicted from the residence halls for cause.**
6. Students who have accepted a housing assignment but do not physically check into the hall will be considered a "no show". Student Housing will cancel Housing assignment fourteen (14) days after official hall opening and assess a 20% charge of full cost of room and meals (if applicable).
7. Students receiving Title IV funds are subject to U.S.E.D. Refund Requirements. Students receiving the Title IV funds who completely withdraw from school must cancel (vacate) their on-campus housing. A student who remains in the halls after withdrawing will be held responsible for all room charges. Refer to U.S.E.D. Refund Requirements. Policies are located at the UHH Financial Aid Office.

Note: Cancellation and Refund Procedures are subject to change with 30 days notice.