

PACIFIC UNION COLLEGE
MINIMUM BOARD REDUCTION REQUEST

Students living in the residence halls are charged a non-refundable minimum board each quarter and are automatically assigned to the Silver meal plan, based on approximately 12 meals per week. For traditional meal plans, students may pay cash for meals once they have run out of funds, or they may add funds (\$100 or more) to their meal plans. For the 2018-2019 school year, the quarterly rate for the Silver meal plan is \$1,150.00 (10 weeks @ \$115/week). For more information about meal plan options and policies, see www.puc.edu/campus-services/student-life/meal-plan.

The Bronze and Bronze Flex plans are for students in special circumstances that justify a lower minimum board, such as students in internships and practicums off campus. These plans are awarded on a case-by-case basis and must be approved by the Student Life Office. Students who have a documented food allergy may request a meal plan adjustment from Student Life only after consulting with Allen Plouffe, Manager of Café Bon Appétit.

The Dining Commons hours vary and additional food purchases may be made at The Grind. For weekend hours and daily menus see www.cafebonappetit.com/menu/your-cafe/puc/cafes/details/213/puc.caf.

Given this information, your request must include:

1. Explanation on why you cannot eat at least 12 meals per week (including weekends) in the Dining Commons. Provide detailed class and work schedule, and work schedule verification.
2. If the request is for medical reasons, have your physician fax a letter to Judy Cushman, Disabilities Support Service Coordinator at 707-965-7689 that includes medical diagnosis, restrictions, needs, dietary restrictions, and examples of what can/cannot be eaten (if applicable). All requests for medical reasons will be reviewed by the Disabilities Advisory Committee. If you have questions about the medical aspect you may contact Judy Cushman at 707.965.7685.
3. If the request involves a documented food allergy or issue, it will be forwarded to Allen Plouffe at the Dining Commons who will then email studentlife@puc.edu with any recommendations or dietary accommodations.
4. Submit request to Student Life. Meal plan downgrades during a particular term must be approved and processed no later than the Friday directly following the start of the term. Approvals for non-medical reasons are for one quarter only. Minimum board is not based on all meals.

Date: _____

Name: _____ PUC ID #: _____

Residence Hall Address: _____

Cell Phone #: _____ Email: _____

Quarter requested: **(circle only one)** Fall Winter Spring Summer

REQUEST EXPLANATION OR ATTACH DOCUMENTATION:

Attach class schedule and provide any documentation or verification from the academic department or employer regarding student teaching, field experiences, internships, practicums, work, etc. Requests cannot be retroactive. Information may be emailed to studentlife@puc.edu.

Return form to: Student Life, Pacific Union College, One Angwin Avenue, Angwin, CA 94508 Fax: 707-965-7386. You may also email the form to studentlife@puc.edu.