

PACIFIC UNION COLLEGE
MINIMUM BOARD REDUCTION REQUEST

Students living in the residence halls are charged a non-refundable minimum board each quarter. Any amount that is spent over the minimum board for the quarter is billed to the student's account at the end of the quarter. For the 2017-2018 school year, the quarterly rate is \$1,127.00 (10 weeks @ \$112.70/week).

Minimum board exceptions are rare because minimum board is based on approximately 10 meals per week in the Dining Commons. Minimum board is not based on all meals.

For students' convenience, the Dining Commons is open from 7:30 a.m.–11:00 p.m. on most weekdays. Additional food purchases may be made at the Pacific Café. 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 10 meals per week (including weekends) in the Dining Commons. Provide detailed class and work schedule, including work schedule verification from your employer.
2. If request is for medical reasons, 1) submit a note from your physician that includes medical diagnosis, dietary restrictions and examples of what can and cannot be eaten; and 2) meet with Eddie Jarrell, Dining Commons Chef, regarding dietary accommodations. Eddie will email studentlife@puc.edu with any recommendations or dietary accommodations.
3. Submit request to Student Services no later than the end of Week 4 each quarter. Requests submitted later than Week 4 will not be accepted. Approvals for non-medical reasons are for one quarter only.

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, 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