

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 standard meal plan, based on approximately 10 meals per week. For the 2024-2025 school year, the quarterly rate for the standard meal plan is \$1,500. Students can add funds to their meal plan by making a request to Student Finance. For more information about adding funds and the meal plan policy, see [puc.edu/campus-services/student-life/meal-plan](http://puc.edu/campus-services/student-life/meal-plan).

Standard meal plans are only reduced in unique cases. Your request must be based on either medical needs or dietary/cultural considerations. If specific food allergies or dietary/cultural needs are cited in your request, students are asked to meet with Bon Appétit's General Manager, Andrew White, to review available options that may fit their needs. Bon Appetit does an excellent job of addressing individual student concerns and assists in navigating the food options. The General Manager will then communicate with Student & Spiritual Life regarding Bon Appétit's ability to address your food needs, which will be factored into the decision. Andrew White can be reached at [andrew.white@cafebonappetit.com](mailto:andrew.white@cafebonappetit.com).

Please note, should a meal plan reduction be granted, it will not release you of any other obligations as agreed to in the housing contract. For more information on the meal plan adjustment process, contact the Student & Spiritual Life office at [studentlife@puc.edu](mailto:studentlife@puc.edu).

The Dining Commons hours vary, and additional food purchases may be made at The Grind. Additionally, Bon Appétit at PUC offers online grocery ordering. For weekend hours and daily menus see [puc.cafebonappetit.com](http://puc.cafebonappetit.com).

**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. Attach detailed class and/or work schedule, and work schedule verification (if applicable). Also provide any documentation or verification from the academic department or employer regarding student teaching, field experiences, internships, practicums, work, etc. (if applicable). Information may be emailed to [studentlife@puc.edu](mailto:studentlife@puc.edu).
2. If the request is for medical reasons, have your physician fax a letter to Michelle Kendrick, Director of Title IX and Access Services at 707-965-7088 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 Council. If you have questions about the medical aspect you may contact Michelle Kendrick at 707-965-7081. Forms for medical reasons can be emailed to [access@puc.edu](mailto:access@puc.edu), but please copy [studentlife@puc.edu](mailto:studentlife@puc.edu).
3. Submit request to Student & Spiritual Life. Meal plan adjustments during a particular term must be approved and processed no later than Friday of the second week of each quarter. Requests after this date will not be considered. Approvals for non-medical reasons are for one quarter only. Minimum board is not based on all meals. Requests cannot be retroactive.

Name: \_\_\_\_\_ PUC ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Residence Hall Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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

**REQUEST EXPLANATION OR ATTACH DOCUMENTATION:**

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**Return form to:** Student & Spiritual Life, Pacific Union College, One Angwin Avenue, Angwin, CA 94508  
Fax: 707-965-7386. You may also email the form to [studentlife@puc.edu](mailto:studentlife@puc.edu).