

La Salle University
Food Service Office

INSTRUCTIONS for FORMS

1. Changes to a student's meal plan prior to the beginning of a semester should be made at the Bursar's Office.
2. Students are permitted to change their meal plan beginning the second week of each semester.
3. Students living in a residence hall are required to participate in one of the "required meal plans."
4. There is a \$25.00 fee for meal plan changes; this fee is waived the first time a freshmen or transfer student changes their meal plan.
5. Should a student have an outstanding balance with the University, any refund to be issued as a result of a meal plan change will be credited towards their account.
6. Refunds will be calculated on a pro rata basis less any spent Special Food Account funds.
7. Refunds will be issued either in a check to be mailed to the student's permanent address or as a deposit to a student's Gold Card account.
8. Student athlete's that have received a scholarship which paid for their meal plan cannot be issued a refund.