



FY17 Faculty/Staff Meal Plans

UAF DINING SERVICES

PO Box 757815, Fairbanks AK 99775-7815
Phone: (907) 474-6661 Fax: (907) 474-5707
E-Mail: uaf-dining@alaska.edu

Dining Services and Contract Operations

Eligible faculty/staff are employees who contribute to PERS TRS or ORP.

Name: _____

UA ID Number: _____

Department/Title: _____

Phone Number: _____

Email Address: _____

Employee Type: Faculty Staff
(circle one)

Meal Plan Options: Faculty/Staff meal plans offer the flexibility to choose between an all Munch Money option or a combination of block dinners and Munch Money.

BLOCK DINNERS are used in Dine 49 for all-you-care-to-eat dinner and exchanged for up to a \$7.00 equivalency at most UAF dining locations from 4:30p.m. until closing (excluding Subway). Blocks are not redeemable for cash.

MUNCH MONEY is used like cash at all dining locations and most vending machines on campus, anytime of the day.

- Meal plans are accessed using your PolarExpress card.
- Meals may be purchased for others provided that cardholder is present.
- All meal plans are non-refundable and non-transferable.
- Faculty/Staff meal plans **expire one calendar year** from the date of purchase.
- Unused blocks and Munch Money will not be refunded.

<i>Select the Meal Plan and Option preference</i>			
Meal Plan	OPTION		Plan Price
	Block Dinners	Munch Money	
<input type="radio"/> Plan 300	<input type="radio"/> 0	\$330	\$300
	<input type="radio"/> 10	\$300	
<input type="radio"/> Plan 200	<input type="radio"/> 0	\$220	\$200
	<input type="radio"/> 5	\$200	

Method of Payment Options: Payment for your meal plan may be made in full or by payroll deduction. See back of this form for details on payment methods.

- **PAY ACCOUNT IN FULL** – Plan price for the selected meal plan will be applied to your university account.
- **PAYROLL DEDUCTION** – A minimum of \$25 from each paycheck is deducted to purchase meal plan.

<i>Select Payment Method preference</i>	
Payment Method	
<input type="radio"/>	Pay account in full
<input type="radio"/>	Payroll Deduction I authorize University of Alaska to set up a payroll deduction in the amount of \$_____ biweekly for _____ pay periods.

Meal Plan Activation: Plans will be active on your PolarExpress card within 24 business hours of receiving this completed application. Please see the reverse side of this form to sign the authorization and agreement of the Meal Plan Terms.

FY17 Faculty/Staff Meal Plan Terms

Terms

The employee is responsible for all terms of this agreement and as a participant in the meal plan agrees to comply with all University rules, regulations, and policies.

Your PolarExpress card is required to access your block dinners and Munch Money at any UAF Dining Services locations and on-campus vending machines. Lost or stolen cards must be replaced at the PolarExpress office located next to the Office of the Bursar in Signers' Hall.

All meal plans are non-refundable, non-transferable and **expire one calendar year** from the date of purchase. Unused blocks and Munch Money will not be refunded.

Please note: Campus dining hours are limited during winter break, late December through mid-January and during summer, mid-May through August.

University Authority

The university reserves the right to: 1) change the available meal plan options, associated costs and hours of operation after showing due diligence to inform meal plan participants of the change; 2) terminate or temporarily cancel individual meal plans privileges upon indication of non-payment of fees or misuse, and; 3) close food service facilities for maintenance or an emergency with or without advance notice.

Pricing

Payment for your meal plan may be made in full or by payroll deduction.

PAY ACCOUNT IN FULL – Plan price for the selected meal plan will be applied to your university account. Full payment may be made via UAOnline or with the Office of the Bursar. To ensure late fees are not assessed, payment must be received within **five business days** of this request.

PAYROLL DEDUCTION – A minimum of \$25 per pay period may be deducted from each paycheck to purchase selected meal plan. This option may not be canceled prior to the plan being paid in full. In the event employment ends for any reason before the final deduction is made, the entire balance may be deducted from final wages.

By signing the application, the employee affirms the information provided on this application is true and agrees with any additional charges that may be added to their university account resulting from the selection on this form. You agree to pay any attorneys' fees and collection costs, which may be based on a percentage at a maximum of 40% of the debt, necessary for the collection of any amounts owed to University of Alaska. If you do not pay, University of Alaska may take your Permanent Fund Dividend under Alaska Statutes 14.40.251 and 43.23.073 and pursue other collection methods.

All meal plan pricing is subject to change. Meal plans are non-transferable. **Unused Block Dinners and Munch Money will NOT be refunded at the end of the term of this agreement.**

I acknowledge my understanding of the terms above and agree to make payment as indicated for the selected meal plan.

Employee Signature: _____

Date: _____

<u>For Dining Services Use Only</u>				
Entered into: Banner (FAMP)	BB TS	Tracking log	Date:	Entered By:
<u>For UAF HR Payroll Use Only</u>				
BDCA Code: 911	Effective Date:	R# Start:	Entered By:	