



Faculty/Staff Meal Plan Application

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

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. **Blocks** 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 11:00 a.m. until closing (excluding Subway). Blocks are not redeemable for cash.

Munch Money is used like cash at all UAF Dining locaiton and most vending machines on campus.

- Plans will be active on your PolarExpress card within 24 business hours of completing this application.
- Faculty/Staff meal plans **expire one calendar year** from the date of purchase.
- All meal plans are non-refundable and non-transferable. Unused blocks and Munch Money will not be refunded.

Method of Payment Options: 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.
- **PAYROLL DEDUCTION** – Plan must be paid in **8 pay periods or less (minimum \$25.00 deduction for Plan 200 and \$37.50 for Plan 300)** . You may choose the a single plan option for a one time meal plan purchase or recurring plan that will reload the selected meal plan each time it’s paid off.
- **RECURRING PLAN CANCELLATION** – You may cancel your recurring plan at anytime. Deductions will discontinue once the current active plan has been paid in full.

Select Method of Payment
<input type="radio"/> Pay account in full
<input type="radio"/> Payroll Deduction – Single Plan I authorize University of Alaska to set up a payroll deduction in the amount of \$_____ biweekly for _____ pay periods. (Must be paid off in 8 pay periods or less.)
<input type="radio"/> Payroll Deduction – Recurring Plan I authorize University of Alaska to set up an ongoing payroll deduction in the amount of \$_____ biweekly.

Select the Meal Plan and Option			
Meal Plan	Block Dinners	Munch Money	Plan Price
<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	

Make a Change to an Existing Meal Plan
<input type="radio"/> Change Existing Meal Plan’s Payroll Deduction I authorize University of Alaska to change my payroll deduction to the amount of \$_____ biweekly.
<input type="radio"/> Cancel Recurring Meal Plan Please cancel my ongoing payroll deduction for the Recurring Plan. Deductions will discontinue once the current active plan has been paid in full.

Please see the reverse of this form to sign the authorization and agreement of the Meal Plan Terms.

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 holidays, winter break, late December through mid-January, Spring Break 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 \$25.00 per pay period for the Plan 200 or \$37.50 per pay period for the Plan 300 may be deducted from each paycheck to purchase selected meal plan. It may take up to 2 pay periods for your payroll deduction request to take effect. 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. With the single plan option, only one of the selected meal plan will be activated on employee's PolarExpress Card and deductions from paycheck will discontinue once plan is paid in full. Recurring Plans will reload on the employees PolarExpress Card each time the selected plan has been paid in full. Payroll deductions will continue indefinitely until the employee requests in writing they wish to cancel the recurring plan purchase. Deductions will discontinue once the current active plan has been paid in full.

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.**

The University of Alaska is an affirmative action/equal opportunity employer and educational institution. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/nondiscrimination.

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

Employee Signature: _____

Date: _____

For Dining Services Use Only

Entered into: Banner (FAMP)

BB TS

Tracking Log

Entered By:

For Recurring Plan Cancellations: Amount remaining for Payroll Deduction

Last Run # Reconciled

For UAF HR Payroll Use Only

BDCA Code: 911

Effective Date:

R# Start:

R# End:

Entered By: