



**FACULTY AND STAFF MEAL PLAN**  
**TERMS AND CONDITIONS**  
**FALL 2009 – SPRING 2010**

**Meal Plan Cancellation Policy**

- 1) All requests for Meal Plan cancellations must be accompanied by documentation from the University stating that you are no longer employed by the University. The amount of your refund is based on the date UCF Dining Services receives the documentation noted above.
- 2) If you officially leave the University due to medical reasons or termination prior to the start of the current academic semester, your meal plan will be cancelled and you are entitled to a full refund. If you officially leave the University due to the issues above, and notify us after the current academic semester has begun, you are entitled to a refund of the remaining value of the meal plan.

**Payroll Deduction**

- 1) If employment with the University terminates prior to all salary deductions being made, the balance may be deducted from any remaining compensation owed. Any balance not paid will be forwarded for collection action.
- 2) Payroll Deduction is only available for Full Time Faculty, A&P Employees and USPS Employees. Graduate Teaching Assistant's, Graduate Research Assistants, OPS Employees and Student Employees are not eligible for payroll deduction at this time.
- 3) A salary deduction authorization form must be filled out in full and signed for each Meal Plan purchased.

**Meal Plan and Payment Provisions**

- 1) A \$30.00 returned check fee will apply for all returned checks.
- 2) Faculty and Staff must present their UCF Identification Card at the Marketplace or Knightro's to use their dining membership.
- 3) Prices and Hours of Operation are subject to change without notice.
- 4) All Dining Meal Memberships include tax.
- 5) Membership for Meal Plans begins August 21<sup>st</sup> 2009 with lunch and will expire on August 6, 2010 after lunch.
- 6) Faculty & Staff Meal Plans can only have their cards swiped a maximum of 10 meals per meal period.
- 7) Dining Locations will be closed on the following holidays: September 7, 2009 for Labor Day, November 11, 2009 for Veteran's Day (either Marketplace OR Knightro's will be open for brunch and dinner) Thanksgiving closing on November 25, 2009 after lunch and re-opening on November 29<sup>th</sup> 2009 for dinner. Winter Break will close on December 15<sup>th</sup> 2009 after lunch and re-open on January 9<sup>th</sup> 2010 with lunch.

January 18<sup>th</sup> 2010 for Martin Luther King Day (either Marketplace or Knightro's will remain open for brunch and dinner), Spring Break closing on March 6<sup>th</sup> 2010 after dinner and re-opening on March 14<sup>th</sup> 2010 with brunch and dinner. April 4<sup>th</sup> 2010 dining locations will be closed, except either Marketplace or Knightro's will be open for dinner.

\*UCF Dining Services reserves the right to alter services or hours of operation. Notice will be given with modified schedules posted in all dining locations and online at [www.ucfdining.com](http://www.ucfdining.com)\*

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I acknowledge that I have read the terms and conditions of the UCF Faculty and Staff Meal Plans and understand that this is a legal and binding document. I also understand that meal plans begin on 8/21/09 with lunch and end on 8/6/10 after lunch.

Signature \_\_\_\_\_ Date \_\_\_\_\_

[www.ucfdining.com](http://www.ucfdining.com)