# Meal Plan Upgrade/Downgrade Request

## Student Information:
Name: [Student Information]
Student ID Number: [Student ID Number]
Email: [Email]
Phone: [Phone]

## Housing Status: (check one)
- [ ] On-Campus Dorm
- [ ] On-Campus Apartment
- [ ] Off Campus

## Current Meal Plan Selection:
- [ ] Swipe 18
- [ ] Swipe 14
- [ ] Swipe 12
- [ ] Swipe 9
- [ ] Swipe 5
- [ ] Gold
- [ ] Silver
- [ ] Copper
- [ ] Commuter

## Requested Meal Plan Selection:
- [ ] Swipe 18
- [ ] Swipe 14
- [ ] Swipe 12
- [ ] Swipe 9
- [ ] Swipe 5
- [ ] Gold
- [ ] Silver
- [ ] Copper
- [ ] Commuter

## Meal Plan Requirement:
The purchase of a Swipe Meal Plan is a condition of residence for freshmen in all on-campus housing and for all students living in the Honors Village, regardless of class standing.

## Change Reason:
Please let us know why you are requesting an Upgrade/Downgrade to your current Meal Plan selection:
- [ ] Not enough Swipes
- [ ] Too many Swipes
- [ ] Joined a Fraternity or Sorority
- [ ] Change in Housing Status
- [ ] Cost
- [ ] Other:

Downgrade Requests must be received by 11:59 pm on September 4th, 2023, to be eligible for processing. Upgrades can be requested at any time during the academic year. Incomplete Request Forms may result in a delay in processing. Once verified and approved, Upgrades/Downgrades will be prorated based on the date of request.

Please note: Swipes expire on a monthly basis and unused Swipes from previous months will not be credited to student accounts. Dining Dollars and CatCash will be prorated based on usage and plan type.

## Student Signature: [Student Signature]
Date: [Date]

## Meal Plan Office Use Only
- [ ] Approved
- [ ] Denied
- [ ] Initial:

- [ ] Transact Updated: [Transact Updated]
- [ ] Initial:

- [ ] Refund/Charge Total: [Refund/Charge Total]
- [ ] Initial: