

PETITION FOR EXEMPTION FROM THE MEAL PLAN

All students who live in residence at Carleton College are required to take the board plan associated with the building in which they reside unless they choose to select a meal plan with more meals. All freshmen must take the traditional 20 meal plus flex plan their first term at Carleton. This is grounded in both principle—that a major feature of living at a residential college is table sharing—and economic practicality: because we equip and staff a full dining program, we need students to participate in the program to pay for this service.

Exemptions from the board plan are rare. They are made solely on documented health conditions that require special diets that cannot be accommodated by the college's dining services provider. If you are petitioning for a meal plan exemption, the exemption form and documentation must be submitted two weeks prior to the first day of the term for which you are applying for an exemption. Requests submitted after that day will be considered for future terms. Requests for exemptions must be submitted annually.

If an Exemption is granted, Residential Life Staff will notify Dining Services and the Business Office and your account will be adjusted. You will be billed a weekly rate for any partial or full weeks you have been on a meal plan. The week is defined as Sunday through Saturday.

In order to ensure the provision of reasonable and appropriate documentation, current and comprehensive documentation is required. Please have your physician complete the Documentation for Special Housing or Meal Plan Exemption form.

In order for your documentation to be as complete as possible, the following questions should be answered:

- What is the problem/diagnosis?
- What is the history? How long has this been going on?
- How long will it continue?
- How does the problem manifest itself?
- What aggravates the problem?
- What makes it better?

These commonly heard reasons ARE NOT grounds for exceptions:

- I don't like the food.
- The meal schedule does not fit my personal schedule.
- I am a vegetarian or vegan.
- I cannot afford to be on a meal plan.
- I have more meals than I can use.
- I don't eat all my meals.

Requests stating these reasons will be denied.

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Procedure for petitioning for a meal plan exemption:

- Step 1** Pick up this form and read it thoroughly.
- Step 2** Fill out the form and obtain any supporting documentation. Please have your physician complete the Documentation for Special Housing or Meal Plan Exemption form.
- Step 3** Submit the form and all supporting documentation together to the Office of Residential Life, Sevy G10, two weeks prior to the first day of the term for which you are applying for an exemption. This provides time to review your request prior to the start of the term. We cannot accept any requests after the first day of classes for that same term. Requests made after this time will be considered for the following term. You may have documentation FAXed to 507-222-7473.
- Step 4** The Associate Director will review the request and decide if more information is needed. The Associate Director may consult with the Nurse Practitioner at the Wellness Center or with the Executive Chef of Dining Services. You may be contacted by either the Associate Director, the Nurse Practitioner or the Executive Chef of Dining Services for more information regarding your request.
- Step 5** The Associate Director will schedule a time to meet with you and make a decision regarding your request and inform you in writing of the decision.

MEAL PLAN EXEMPTION REQUEST FORM

NAME: _____ **CLASS YR:** _____ **DATE:** _____

CURRENT HOUSING ASSIGNMENT: _____ **PHONE #:** _____

EMAIL: _____

CURRENT MEAL PLAN: 20 Meal Plan 12 Meal Plan 5 Meal Plan

REQUEST: _____

REASON: Medical Kosher Dietary Other _____

PLEASE EXPLAIN: (be as specific as possible)

**PLEASE ATTACH OR FAX TO 507-222-7473 SUPPORTING DOCUMENTATION.
SUBMIT THIS FORM TO THE OFFICE OF RESIDENTIAL LIFE, SEVY G10.**