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

Name: ___________________________    UA ID Number: ________________________

Department/Title: ___________________________    Phone Number: ________________________

Email Address: ___________________________    Employee Type:  O Faculty   O 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.

- **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 11:00 a.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.
- Plans will be active on your PolarExpress card within 24 business hours of completing this application.
- Meals may be purchased for others provided that cardholder is present.
- 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** – A minimum of $25 from each paycheck is deducted to purchase meal plan. 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.

<table>
<thead>
<tr>
<th>Select the Meal Plan and Option</th>
<th>Select Method of Payment</th>
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</thead>
<tbody>
<tr>
<td><strong>Meal Plan</strong></td>
<td><strong>Plan Price</strong></td>
</tr>
<tr>
<td>Block Dinners</td>
<td>Munch Money</td>
</tr>
<tr>
<td>Plan 300</td>
<td>$330</td>
</tr>
<tr>
<td>Plan 200</td>
<td>$220</td>
</tr>
</tbody>
</table>

Please see the reverse side 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 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. 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 Statues 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

For UAF HR Payroll Use Only

BDCA Code: 911      Effective Date:      R# Start:      R# End:      Entered By: ___________________________