

## **Finlandia University Meal Plan Policy**

All residential students at Finlandia University are required to have a meal plan. The meal plans begin on check-in day each Fall and Spring semester and concludes on the last day of scheduled finals. Our on-site food service provider (“Finlandia Dining Services”) is required to provide the Finlandia University community with convenient, diverse, and high quality food offerings.

The food service team is available to assist individuals with planning menus that address special dietary needs (i.e., students with medical conditions or religious dietary restrictions). A student who has a medical condition requiring a special diet or religious restrictions that cannot be met by Finlandia Dining Services may obtain permission from Finlandia Dining Services and Finlandia’s Dean of Students to cancel or reduce his/her dining plan. If you would like information about meals that address special dietary needs or you require such services, contact the Director of Dining Services, Tim Nakkula.

After you submit the petition with supporting documentation, the Dean of Students will review all documents and determine whether the requested reduction/exception will be granted. The Dean of Students grants reductions/exceptions based on the particular facts of each case.

### Stipulations:

1. Applications for meal plan reductions/exceptions must be submitted within the first two weeks of a semester (except in cases where a student has received a new medical diagnosis).
2. Vegetarianism is not normally considered a valid reason for Dining Plan cancellation. Vegetarian dietary requirements are carefully considered by our chefs in menu and recipe planning, and healthy vegetarian items are offered each meal period. Special information for vegetarians is available from Finlandia Dining Services.
3. Financial need is not an allowable reason for Dining Plan Cancellation.
4. Automatic renewal of exemptions and reductions will be based on the type of reason for the granting of the waiver. Decisions will be made on a case by case basis. Students seeking a reduction or exemption must submit the exception from with documentation to the Dean of Students.

## **Medical Request for Meal Plan Reduction/Exemption**

1. You are responsible for requesting that your health care provider completes all of the questions on the Health Care Provider documentation list and returns it to the Dean of Students in order for this request to be considered. If the student does not have a medical provider, Finlandia University provides Health Services located in Nikander 19B. All medical information and files will be kept confidential.
2. Your health care provider's documentation must provide enough detail to allow the Director of Dining Services, and the Dean of Students office to make an independent judgment of the need for your request.
3. All requests will be reviewed on an individual basis. The medical provider's area of specialty should coincide with the student's medical request.
4. In addition to the necessary documentation, a personal meeting with the Director of Dining Services will be required. If the Director of Dining Service is not available then said student can meet with the Dean of Students.
5. Reduction/Exemption from the meal plan cannot be guaranteed.
6. It is important that all deadlines be met in order for a timely decision to be made.
7. During the application process for meal plan reduction/exemption your meal plan is still considered active and it is able to be used by the student. You will be charged the weekly rate whether used or not.
8. If refunds are granted, meal plans will be prorated from the time the application is approved for an exemption.
9. If you submit the application after bills are due, it is recommended that you pay for your meal plan and if you are approved for a reduction /exemption, a refund will be processed provided there is no outstanding balance on your student account.

# FINLANDIA

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## UNIVERSITY

**FOR HEALTH CARE PROVIDER:** The Meal Plan is normally required for all on-campus residents. Please provide information that is in enough detail to allow the Director of Dining Services and the Dean of Students office to make an independent judgment of the need for the student's request to be exempt from the meal plan. Please provide clear, specific information and recommendations from a medical professional so that we may thoroughly evaluate the student's request for a meal plan exemption. For example, if the student's medical request is based upon an allergy, then the documentation should come from an allergist and include information on how the diagnosis was obtained.

PLEASE NOTE: The health care provider must be an impartial individual who is not a family member.

ON LETTER HEAD STATIONERY, PLEASE TYPE RESPONSES TO THE FOLLOWING QUESTIONS:

1. What is your specialty?
2. What is the patient's condition?
3. How long have you treated this patient for this condition?
4. What specific dietary requirements are needed to treat this condition?
5. What special meal plan consideration do you recommend based upon the patient's condition? Why?
6. Please sign and fax to 906-487-7509

## **Religious Request for Meal Plan Reduction/Exemption**

1. Provide a signed letter on original letter head from an authorized religious official of a recognized religion providing the specific religious restrictions, as it pertains to dietary needs. Also, the letter is to contain the name of student, religion and to be addressed to Finlandia University. Students' requests cannot be considered until this information is received.
2. In addition to the necessary documentation, a personal meeting with the Director of Dining Services will be required. If the Director of Dining Service is not available then said student can meet with the Dean of Students.
3. It is important that all deadlines be met in order for a timely decision to be made. Late requests will not be honored.
4. During the application process for meal plan reduction/exemption your meal plan is still considered active and it is able to be used by the student. You will be charged the weekly rate whether used or not.
5. If refunds are granted, meal plans will be prorated from the time the application is approved for an exemption.
6. If you submit the application after bills are due, it is recommended that you pay for your meal plan and if you are approved for a reduction /exemption, a refund will be processed provided there is no outstanding balance on your student account.
7. Exemption/Reduction from the meal plan cannot be guaranteed.
8. Please sign and fax to 906-487-7509