



POLICY NAME (R*)

University Meal plans for Residential and Commuter students

POLICY NUMBER (O*)

Enter number if applicable

INITIAL ADOPTION AND EFFECTIVE DATE (R*)

07/01/2024

POLICY APPLICABILITY (R*)

All students living in campus or affiliated housing or any commuter student taking at least 6 hours on Belknap Campus will be assigned a meal plan.

REASON FOR POLICY (O*)

The purpose of this policy is to establish standards for meal plans and retail dining to ensure the availability of a wide range of high-quality dining options for students.

POLICY STATEMENT (R*)

All graduate and undergraduate students living in campus housing, or any commuter student enrolled in 6 hours or more on Belknap Campus are required to participate in a meal plan based on their housing designation or enrollment status irrespective of their classification, age, gender, religion, schedule, marital status or dietary restriction.

RELATED INFORMATION (O*)

Meal plans are loaded onto the Cardinal Card and ready for use upon arrival to campus each semester. If a Cardinal Card is lost the card holder must go to the Cardinal Card portal or app and report it lost or contact the Cardinal Card Office to place a hold and prevent unauthorized use.

All students residing in traditional style campus housing equipped only with a communal kitchen are assessed a traditional meal plan.

All students residing in apartment or suite style housing equipped with a kitchen in the unit are assessed an apartment meal plan.

All undergraduate commuter students, not living in campus housing, who are enrolled in 6 or more credit hours meeting on Belknap Campus are assessed a commuter meal plan.

Student Meal plans are valid for one semester. There is an opportunity to change meal plans at the beginning of each semester. Students may not change plans after the selection period has ended unless they withdraw from the University before the



refund deadline, separate from an athletic team, or through the waiver approval process.

Student meal plans revert back to the standard plan at the beginning of each semester.

Employees taking classes are subject to the same guidelines as students and may be required to have a student meal plan based upon enrollment of 6+ hours on Belknap Campus.

Employees may voluntarily purchase an employee meal plan or buy swipes, flex points, or Cardinal Cash for dining or vending. Employee meal plans do not expire.

DEFINITIONS (O*)

Cardinal Card:

The official identification card for University of Louisville students, faculty and staff. The University is not responsible for the use of lost or stolen cards.

Campus meal plans:

Meal plans offer access to campus dining halls and retail dining locations using multiple forms of tender including Meal Swipes, Points, Retail Exchanges, Thornton Dining Dollars and Bonus Points/Meals defined in detail below.

Meal plan payment:

Meal plans are assessed to student tuition accounts by the Cardinal Card Office. Payment must be made through the Bursar's Office.

Additional funds may be added to the meal plan either in person at the Cardinal Card Office or on the Cardinal Card website or app.

Meal plan funds are not subject to sales tax, either at time of purchase or time of use.

Meal Swipe Usage (Meal Periods):

Students and Employees can use up to two meal swipes or Retail Exchanges per meal period:

- Breakfast Meal: 7:00am - 10:29am
- Lunch Meal: 10:30am - 2:59pm
- Dinner Meal: 3:00pm - 7:29pm
- Late Meal: 7:30pm - 12:00am



Meal plan tenders:

Meal plans may contain a combination of the following forms of tender.

- **Meal Swipes:**

Meal Swipes are accepted at select Belknap campus locations. Additional swipes may be purchased throughout the semester in the Cardinal Card Office or on-line.

Student meal swipes expire at the end of each semester. Faculty/staff swipes do not expire.

One swipe allows one entry in a campus dining hall or one combo meal at select retail locations.

All Access meal plans provide unlimited access for the plan holder into the Ville Grill campus dining hall with a beginning balance of 1000 meal swipes. All Access plans also include Retail (Meal) Exchanges to provide dining options outside the main campus dining hall.

- **Retail Exchanges (also known as Meal Exchanges):**

All Access plans include a predetermined number of retail exchanges per week and reset each Sunday. Retail exchanges may be used at select on-campus dining locations (e.g., Wendy's, Chik-Fil-A, Eiffel Pizza, etc.) to purchase a combo meal. Retail exchanges expire at the end of each semester.

- **Guest meals:**

All Access plans allow a predetermined number of guest meal swipes for entry into the Ville Grill - All you care to eat dining hall when accompanied by the student. Guest meals expire at the end of each semester.

- **Flex Points and Flex Points MP:**

Flex Points are points that are purchased separate from the meal plan – or points that rolled from fall to spring. Flex Points MP are points that come with your current semester's meal plan.

Points are a dollar-for-dollar declining balance account accepted at all Belknap dining facilities and select HSC locations. Points purchases are not assessed sales tax resulting in a 6% savings. Points may be purchased at any time and bonus points are earned for predetermined deposit amounts.



Unused points roll from summer to fall and finally to spring semester. All student points expire at the end of the spring semester.

Faculty/staff points do not expire and are not refundable. Employees should use them before they separate from the University.

- **Bonus Points:**

Bonus points are provided by Dining Services.

Bonus points are earned based on the amount of a Flex Point deposit. It may take up to two business days for the bonus points to be added after a deposit. Bonus Points may also be provided as refunds or rewards throughout the semester. Bonus points are not deducted until all flex points have been used.

Student bonus points expire at the end of the spring semester.

Faculty/Staff bonus points do not expire but must be used before the employee separates from the university.

- **Thornton Dining Dollars:**

Thornton Dining Dollars are provided to Student-Athletes to be used exclusively at the Thornton Academic Dining Hall as part of their athletic meal plan. Thornton Dining Dollars expire at the end of each semester.

- **RA Points:**

RA Points are provided to Resident Assistants to be used at any campus dining facility as part of their RA meal plan. RA points must be completely used before any other Points are allowed to be spent. RA points expire at the end of each semester.

- **RA Bonus Meals:**

RA Bonus Meals are provided to Resident Assistants to be used at any campus dining facility as part of their RA meal plan. RA Bonus meals are good for an entry into the Ville Grill or a combo meal at any other dining facility. RA bonus meals expire at the end of each semester.

- **Bonus Meal Swipes:**

Bonus Meal Swipes are provided by Dining Services and may also be given out as refunds/rewards throughout the semester. Bonus Swipes will not be deducted until after all swipes have been used and expire at the end of each semester.



Other Forms of Tender that can be used for payment at dining facilities:

- **Cardinal Cash:**

Cardinal Cash is a voluntary declining balance account that is not part of the meal plan. Cardinal Cash can be used for purchases at campus dining and retail locations as well as designated off-campus establishments. It may also be used for printing and campus vending machines. Cardinal Cash purchases are assessed sales tax. Cardinal Cash does not expire.

- **Cash and credit cards:**

Cash and Credit Cards are accepted forms of payment at all dining locations and have no impact on meal plan balances.

PROCEDURES (O*)

Meal plan assignment: The standard meal plan is automatically assigned based upon student housing assignment and/or course load. The meal plan is preloaded to the Cardinal Card and available upon arrival to campus.

Meal plan rates: Meal plan rates are available at the Cardinal Card Office and Dining Services office as well as the following two websites.

www.louisville.edu/cardinalcard

www.louisville.edu/dining

Meal plan changes: Changes to the meal plan assignment can be made until the Thursday after the final day of drop/add. Changes must be made using the Meal Plan portal located on the Cardinal Card website or app. Students may select any plan within their assigned tier (Commuter, Apartment or Traditional) or above. All changes are final once the selection period ends.

Meal plan waivers: A [meal plan waiver](#) can be requested by completing a waiver request form located on the meal plan waiver web page. All meal plan waivers are subject to approval by the meal plan waiver committee. The committee consists of student representatives and University leadership who review waiver submissions to make a determination. Waiver decisions may be appealed.

Meal plan refunds: Refunds are aligned with the withdrawal calendar for the university. The last day to withdraw for credit is the last day you can receive any type of meal plan refund upon withdrawal from the university. After the deadline, refunds are only considered for those students who separate from an athletic team.



Refunds are posted back to the student tuition account and disbursed to the student if the account is paid in full. Refunds will be used to pay down any current balance due to the University before funds are disbursed to the student.

Qualified refunds are assessed based on the criteria below:

- Housing refunds are provided upon separation from the University or cancelation of a housing contract before the last day to withdraw for credit in the current semester. Amount is determined by multiplying the daily rate for Meal Swipes within the plan by the number of days in a housing assignment plus actual usage of Points. Any remaining balance is refunded.
- Commuter students who withdraw from the University prior to the refund deadline will receive a refund of all unused Points remaining on the account.
- Commuter students who no longer qualify for a meal plan due to a change in credit hours MUST contact the Cardinal Card Office via email before the refund deadline if they want reimbursement for the unused portion of their meal plan.
- Student Athletes who separate from their team are moved into an existing student meal plan corresponding with the athletic plan. Athletic plans consist of Points and Thornton Dining Dollars. Unused Points are transferred to the new plan and Thornton Dining Dollars converted as follows.
 - Campus apartment athletic plan- A former athlete removed from athletic apartment plan will be placed in a non-athletic apartment plan consisting of all points. Unused Thornton Dining Dollars are converted to Points. The student will see a charge for actual usage of Thornton Dining Dollars as well as a reduced charge for the new apartment plan. Total of two meal plan charges will equal the current amount of apartment plan.
 - Campus traditional athletic plan- A former athlete removed from an athletic traditional plan will be placed in a non-athletic traditional plan consisting of swipes and points. Swipes are prorated based on date of notification from Athletics. The student will see a charge for actual usage of Thornton Dining Dollars and a reduced charge for the new plan. Total of two meal plan charges will equal the amount of the new traditional plan.
 - Commuter student athletic plans – A former athlete removed from an athletic commuter plan will be placed in a non-athletic commuter plan



consisting of all flex points. Used points are deducted from beginning balance in the new plan. Unused Thornton Dining Dollars are refunded to the student's tuition account. The student will see a charge for both the new commuter plan and actual Thornton Dining Dollar usage.

Meal plan proration – Late Arrivals:

- Campus resident meal plans are prorated for students moving onto campus after the meal plan change period ends based upon date contract is signed with Housing and number of days remaining in semester.
- Commuter meal plans are prorated once the drop/add process is completed. Proration is determined based upon date the student becomes eligible for the meal plan with the Registrar's Office.

RESPONSIBILITIES (O*)

Auxiliary Services is responsible for oversight of the dining contract(s) to operate dining services, administration of meal plans, flex points, and Cardinal Cash programs for all participants including billing and reconciliation.

FORMS/ONLINE PROCESSES (O*)

louisville.edu/cardinalcard/myaccount

<http://louisville.edu/dos/students/studentpoliciesandprocedures/meal-plan-waiver>

RESPONSIBLE AUTHORITY (R*)

Executive Vice President for Finance and Administration

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

Cardinal Card Office
University of Louisville
Houchens Building LL05
Louisville, KY 40292
502-852-7520

HISTORY (R*)

Revision Date(s):

Reviewed Date(s):

R* = Required O* = Optional