

FRATERNITY/SORORITY REFUNDS Fall 2018 – Spring 2019

The policy for refunding money from a Meal Plan or Declining Balance Account for a student joining a fraternity/sorority is as follows:

- The fraternity/sorority meal plan must be mandatory
- The refund will not exceed the amount of the **per semester** cost of the fraternity/sorority meal plan. Any remaining funds will stay in a Declining Balance Account for the student's use
- There is a \$35.00 administration fee assessed for all fraternity/sorority refunds

Please be advised of the following process for Meal Plan* and Declining Balance Account holders:

1. You must provide a letter from the fraternity/sorority stating you are a member. This letter must:
 - a. Be on the fraternity/sorority letterhead and dated for the current semester
 - b. Include your name and UF ID number printed on the letter along with the **per semester** cost of your mandatory fraternity/sorority meal plan
 - c. Be signed by the President or Treasurer (Signature must be original - copies or stamps will not be accepted)
2. You must visit the Gator Dining Services office with a picture ID and fill out a refund request form. You will need to specify whether to make the check payable to yourself or your parent/guardian and provide an off-campus mailing address for us to mail your check.

*If you are on a meal plan - You must fill out a Meal Plan change form in order to make any changes to your Meal Plan account. It is your responsibility to **DO THIS IMMEDIATELY** to stop proration of the Meal Plan.

You will be assessed a charge each week your meal plan is active REGARDLESS OF MEALS EATEN, until the change form is filled out in office.

Meal Plan change forms, Refund Request forms and the fraternity/sorority issued letter must be turned in at the same time. The request cannot be processed if any of these items are missing or incomplete.

Meal Plans must be PAID IN FULL before the refund can be processed. If you are on a monthly credit card payment plan, your refund will not be processed until ALL scheduled payments have been made for that semester regardless if the amount owed is equal to or greater than the refund amount. Any meal plan deferments must also be paid in full.

PLEASE NOTE: The completion of these forms and obtaining the fraternity/sorority letter is the STUDENT'S RESPONSIBILITY. Fraternity/sorority letters not on the fraternity/sorority letter head and/or not signed will not be accepted. Students should fill out the Meal Plan change form as soon as it is known that they will join the fraternity/sorority. This will prevent being charged for meals they are not eating. Gator Dining weeks run Thursday-Wednesday, change requests must be submitted by Wednesday at 4 pm or students will have to wait another week for the change to take place. Until the change form is filled out meal plans will continue to be charged the weekly prorated amount, even if no meals are eaten. Refunds are issued only by check and generally take 6-8 weeks* to process after all paperwork is submitted.

Joining a fraternity/ sorority does not release you from the Fall 2018/Spring 2019 commitment. Students will be financially obligated for the spring semester and are required to deposit into their declining balance account the cost of the lowest meal plan available before tax (\$1935.00) minus the cost of the fraternity/sorority meal plan to fulfill this commitment

*Processing time is subject to change due to high volume.