

FRATERNITY/SORORITY REFUNDS Fall 2021 – Spring 2022

The policy for refunding money from a Residential Meal Plan for a student joining a fraternity/sorority is as follows:

- The student must be on a Residential Meal Plan. Commuter meal plans are not eligible to request a refund.
- 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 Flex Bucks 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* 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 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.**
3. 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. Students with outstanding charges to Gator Dining will have their refund processed to their Student Financial Account (one.uf).

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.

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 by check and generally take 6-8 weeks* to process after all paperwork is submitted.

Joining a fraternity/sorority does not release you from your meal plan commitment for both Fall and Spring semesters.

Students will be financially obligated for the spring semester. Gator Dining will automatically post Flex Bucks in your account that are equal to the cost of the meal plan you signed up for, minus the amount of your fraternity/sorority meal plan. Spring commitments will be automatically posted to student accounts and deposited to student Gator Dining accounts prior to the start of the spring semester.

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