



Name of Policy: Meal Plans
Source: Student Affairs and Business Office
Form to Complete: N/A

Policy:

A menu of available meal plans can be found [here](#).

Residents in the Barbara Marshall Residence Hall (BMRH) and Other Campus Housing

Meal plans are required for all incoming students living in the BMRH and other campus housing. When submitting a housing contract, students residing in the BMRH or other campus housing may select from a 14 or 19 meals per week resident meal plan. Residents can upgrade a meal plan at any time during the fall and/or spring semesters; however, canceling or adjusting to a lesser plan can only be done through the add/drop period as listed in the [KCAI academic calendar](#). Resident meal plans are sold on a semester basis and are valid only for the duration of the semester purchased. If changes are not made by the resident during the add/drop period, the meal plan originally selected by the resident will apply to the next semester of the housing contract. Meal plans and dining dollars are non-transferrable and meals/dining dollars are forfeited if not used by the end of the semester purchased. As indicated in the BMRH and other campus housing contract, the refund schedule for meals is as follows.

Refund schedule for dining plans (applies only to a student withdrawing from KCAI or whose illness requires withdrawal from KCAI):

- Prior to assigned move-in date and start of meal service: **100% refund**
- Prior to end of add/drop period, typically end of first week of classes each semester: **Prorated by week**
- After add/drop deadline each semester: **No refund**

Commuting Students

Commuting students can add or upgrade a meal plan at any time during the fall and/or spring semesters; however, canceling a plan or adjusting to a lesser plan can only be done through the add/drop period as stated in the [KCAI academic calendar](#). Commuter meal plans are sold on a semester basis and are valid only for the duration of the semester purchased. Meal plans are non-transferrable. Meals and dining dollars purchased with the

purchase of a meal plan are forfeited if not used by the end of the semester purchased. Refunds for meals and dining dollars will be prorated only when the student withdraws from KCAI or cancels/adjusts a meal plan during the add/drop period. **Refunds will not be granted after the add/drop period.** Commuting students, as well as parents and family members of commuting students may purchase a commuter meal plan by contacting the Business Office at bsnoffice@kcai.edu or by calling 816-802-3500.