FRATERNITY/SORORITY REFUNDS

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

- The fraternity/sorority meal plan must be mandatory
- The refund will not exceed the amount 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 BOTH *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
   b. State your name, your UF ID number, indicate that you are on a mandatory meal plan and the cost of the fraternity/sorority meal plan per semester.
   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. On the refund request form you will need to specify whether to make the check payable to yourself, your parents or the fraternity/sorority and provide a mailing address for us to mail your check.

3. **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. **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 letter must be turned in at the same time. The request can not be processed if any of these items are missing or incomplete.

**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. Because meals start on Wednesday and run through Tuesday, change requests must be submitted by Tuesday at 4 pm or students will have to wait another week for the change to take place. Until students fill out the change form they will continue to be charged the weekly pro-rated amount of the Meal Plan, even if no meals are eaten. Refunds are issued only by check and take 6-8 weeks to process after all paperwork is submitted. If the student wishes to keep a certain amount in declining balance they must note it on the refund request form. **Joining a fraternity/sorority does not release you from the Fall 2012/Spring 2013 contract.** 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 ($1750.00) minus the cost of the fraternity/sorority meal plan to fulfill this commitment.