



Return completed contract to:

In Person: Any Campus Bursar Office
By Mail: Southeast Campus Bursar
 10300 East 81st St
 Tulsa, OK 74133
 918 595 7635 (office)
 918 595 8699 (fax)

PLEASE TYPE OR PRINT ALL SECTION OF THIS APPLICATION IN INK

First Name	Last Name	Middle Initial
TCC ID Number	E-mail	
Permanent Address (street, apt.)		Home Phone ()
City	State	Zip + 4

TULSA COMMUNITY COLLEGE MEAL PLANS

OPTIONS	COST PER SEMESTER
Tier 1 \$500 Meal Plan Dollars plus \$50 Bonus Dollars	\$500
Tier 2 \$300 Meal Plan Dollars plus \$15 Bonus Dollars	\$300
Tier 3 \$100 Meal Plan Dollars	\$100

TERMS AND CONDITIONS:

I have read and do understand and agree to be bound by the terms of the Tulsa Community College Meal Plan contract and the conditions on the reverse. I FURTHER ACCEPT FINANCIAL RESPONSIBILITY FOR THE FULL CONTRACT PERIOD THAT IS STAED ON THE REVERSE.

Signature of student: _____ Date: _____

Tulsa Community College Meal Plan Policies and Procedures

Academic Year 2018-2019

_____ **1. Conditions of Contract**

Initial here

- a. The student, by signing the Meal Plan contract (explicit contract acceptance) or making payment(s), payment arrangements and/or using the Meal Plan (implied contract acceptance), is agreeing to be bound by these terms and conditions. The student is responsible for the full term of the contract.
- b. A student excused from the contract under the following conditions may be eligible for a pro-rated refund of the unused portion of their Meal Plan dollars.
 - i. The student withdraws from the College.
 - ii. The student is leaving the College as required by an academic program (e.g., student teaching, study abroad, internship, etc.).
- c. It is the sole responsibility of the student to contact TCC Bursar Office upon withdrawal from the College. Refund requests can be submitted through the College's Refund Petition Committee. All requests will be reviewed on an individual basis. Any refunds will be pro-rated based on the latter of the official date of withdrawal or last use of meal plan.

_____ **2. Student ID Card**

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- a. Meal Plans are accessed with the student ID Card.
- b. Students are responsible for their student ID Card, and all charges made to their accounts. If a card is lost or stolen, it must be immediately reported to the Bursar Office and the Student Life Office. All transactions, including Meal Plan purchases, made on a missing student ID Card not reported as lost or stolen are the responsibility of the student owning the card.
- c. Unauthorized use of your student ID Card, use by a party other than the person identified on the card, and tampering with or altering the card, warrant confiscation and possible disciplinary action by the College.

_____ **3. Meal Plans**

Initial here

- a. Meal plan dollars are accepted at all TCC campus food service locations. This includes The Grill, The Perk, and The Market. Meal Plan dollars are not accepted at vending machines or campus bookstores.
- b. Meal Plan dollars will be disbursed at the beginning of each semester. Unused balances carry over to the subsequent semesters.
- c. All unused Meal Plan dollars expire at the end of the 18 months of inactivity. Expired unused balances are forfeited.
- d. Students are responsible for monitoring their own account balances and for all purchases made with Meal Plan dollars.
- e. All deposits to and transactions on Meal Plan accounts are final.

_____ **4. Meal Plan Payments**

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- a. All charges for Meal Plans will be posted to the student's TCC account, and payments are made to the Bursar Office.
- b. Meal Plans are posted as a single charge at time of purchase.
- c. Participants cannot begin to utilize the Meal Plan until full payment arrangement has been made with the Bursar Office.
- d. During the semester additional Meal Plan dollars may be purchased through the Bursar Office with cash, check, or major credit card.
- e. A financial aid recipient's meal plan payment will be automatically deducted upon disbursement if there is sufficient financial aid to cover tuition and meal plan. The availability of financial aid, however, does not relieve the student of the financial responsibility for all sums due under a Meal Plan contract.
- f. It is the sole responsibility of the student to ensure payments due on the contract are made to the Bursar Office.

_____ **5. Contract Period**

Initial here

- a. The contract period is for the semester only. Students are financially obligated for the entire contract amount unless the student is excused from the plan in accordance with 1b.