**2019-2020 UPPERCLASS Dining Plan Contract**

Duke University requires that all undergraduate students residing on campus participate in a Dining Plan.

**TERMS & CONDITIONS:**
- This contract is between the individual (living on West Campus) named below (the participant) and Duke Dining.
- The participant may select one of the dining plans listed below (A, B, C, D or E).
- The period of this contract shall be for the semester(s) indicated below. Fall semester contracts are automatically renewed for the spring unless cancelled during the Dining Plan Change Periods listed below.
- A participant selecting both the fall and spring semesters will be billed prior to each semester for the selected Dining Plan and a $25.00 Dining fee through the University Bursar.
- Food Points will be allocated each semester. Although unused fall Food Points will remain in the account for use during the spring semester, spring semester plans must be purchased in full. Cancellation of the spring dining plan will result in forfeiture of any unused fall Food Points. Spring semester Food Points will not be available before spring semester begins.
- The participant will have access to the Food Points from August 19, 2019 through 11:59pm on May 11, 2020.
- The participant may add up to $1,500.00 in additional Food Points per semester (in increments of $25.00) to the selected dining plan during the term of the contract. These additional Food Points are charged to the participant’s Bursar account and will be subject to the Refund Policy.
- Dining can change the terms and conditions of this contract with 30 days’ notice.

**BASIC INFORMATION:**
- The Dining Plan is non-transferable, either in part or whole.
- The participant must present his/her DukeCard (Duke University’s ID card) to the cashier at the time of purchase.
- Account statements can be accessed online at dukecard.duke.edu. You can view detailed information for the current period and statements for the past six months. Questions concerning transaction records or the status of an account should be referred to the DukeCard Office.
- The participant should immediately report a lost DukeCard to the DukeCard Office to protect the account from unauthorized use.
- Duke Dining, a department of Student Affairs, reserves the right to determine menus, prices, hours, days of operation, and other operational practices for all dining facilities.
- The participant can pay for a guest’s transaction only when present at the time of purchase (by using Food Points).
- Misuse of the Dining Plan is subject to the provisions of the Duke University Judicial Code.

**DINING PLAN CHANGES:**
- Recognized Change Period dates are listed in the table below.
- A participant moving off campus may convert to a non-residential dining plan without penalty.
- A participant requesting a Dining Plan change on religious or medical grounds will be referred to the Student Disability Access Office (SDAO) who will then make a recommendation to Duke Dining Administration. Based on this recommendation and further research, the Duke Dining Administration Office will make the final decision.
- A participant requesting a change for any other reason must contact the Duke Dining Administration Office. Decisions of this office are final.

**REFUND POLICY:**
- Duke University does not provide refunds for unused Food Points.

**CANCELLATION POLICY:**
- A participant who withdraws from classes or takes a leave of absence (as certified by the Registrar, Residential Life, or an appropriate dean) may cancel this contract by notifying the DukeCard Office.
- For mid-semester cancellations, Duke Dining will credit the participant’s Bursar account with a prorated amount of Board Plan meals.
- Cancellation of the spring plan will result in forfeiture of any unused fall Food Points.

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**Dining Plan Change Periods**

<table>
<thead>
<tr>
<th>Selection/Change Period</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>April 12, 2019 (Fri) – August 2, 2019 (Fri)</td>
<td>September 2, 2019 (Mon) – December 17, 2019 (Tues)</td>
</tr>
<tr>
<td>Final Time for Changes</td>
<td>August 2, 2019 (Fri) at 11:59pm</td>
<td>December 17, 2019 (Tues) at 11:59pm</td>
</tr>
</tbody>
</table>

**Dining Plan Options (cost per semester)**

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>$2,321</td>
<td>$2,783</td>
<td>$3,082</td>
<td>$3,307</td>
<td>$3,606</td>
</tr>
<tr>
<td>+</td>
<td>$25 Dining fee</td>
<td>$25 Dining fee</td>
<td>$25 Dining fee</td>
<td>$25 Dining fee</td>
<td>$25 Dining fee</td>
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*Does not include 7.5% NC sales tax surcharge

**If the participant does not select a Dining Plan, Plan A will automatically be assigned for the academic year (no later than August 2, 2019).**

_Dining plans will be taxed at the combined state and Durham county rate of 7.5% (6.75% for students at the Duke Marine Lab in Beaufort). Your spring semester bill from the Bursar’s office will have a “NC sales tax surcharge” in addition to your chosen plan._