

BAYLOR UNIVERSITY

Office of Access and Learning Accommodation

Meal Plan Accommodation Request

PART I: Student Information

Name: _____ ID#: _____

Campus Address: _____

Campus or Home Phone: _____ Cell Phone: _____

Classification: Fr Soph Jr Sr

Email Address: _____

PART II: Meal Plan Request

Dates Requesting Modification: ____ thru ____ (i.e., Fall 2010 - Spring 2011)

Indicate your request:

- Reduction in Meal Plan: From _____ to _____
(# meals) (# meals)
- Meal Plan Exemption

PART III: Application Steps

- Complete and submit the following:
 - ◆ Documentation of disability (Documentation guidelines available at: www.baylor.edu/oala).
 - ◆ OALA Application
 - ◆ OALA Release Form
 - ◆ Meal Plan Accommodation Application
- Once all information is received, OALA will review and determine if documentation is sufficient. *See* OALA Procedures for Accommodation [www.baylor.edu/oala] for more information on the process.

- If the request is reasonable and appropriate, the accommodation will be submitted to Campus Services for processing.

Meal Plan reductions or exemptions may be made only through the **twelfth day of class**. No reductions or exemptions will be allowed after that time. Any refunds or changes will be calculated on a prorated basis and will be applied to any outstanding balance on your student account.

Student's Signature

Date