



SJC Culinary Service Maintenance Fee Only Request Form

A resident who will be physically away from the college for 2 consecutive weeks or more in a calendar month can request the option of paying a Maintenance Fee Only for that month. The Maintenance Fee is equal to 50% plus GST of the current 6 day meal plan monthly fee. Residents are permitted to apply for Maintenance Fee Only up to a maximum of 2 months in any calendar year. Maintenance Fee Only Request Forms need to be submitted to SJC Culinary Service by the 15th of the month prior to the month of request.

A resident is not entitled to breakfasts and dinners for the month that he/ she is on Maintenance. Similarly, He/ She cannot apply for meal vouchers for missed meals during that month. If the resident wishes to have meals prior to leaving the college for the trip, he/ she can do so by making reservations for meals with meal vouchers. Reservations can be made by email to sjc.chef@ubc.ca (normal reservation advance notice applies)

Please complete the below and drop off form to the voucher application box in the servery or hand over to reception in the SJC Administration Office c/o SJC Culinary Service Chef's Office. Please note that late requests submitted will not be approved.

By signing below, I confirm that I will be physically away from the St. John's College for a duration of at least 2 weeks in the calendar month that I am applying for Maintenance Fee Only payment.

Name Of Resident:- _____ Room No.:- _____

Month/ Months of Request:- _____ (Maximum of 2 months per year)

Month/ Dates Away from College:- _____

Signature: _____