



St. John's College Resident Meal Plan Agreement

This agreement pertains to the meal plan provided by SJC Culinary Service to all residents of the St. John's College. The meal plan is an integral part of life and community participation at St. John's College. Participation in and payment of the meal plan is mandatory and is stipulated in your residence contract with Student Housing and Community Service. There is no opt-out from the meal plan.

Meal Plan: The meal plan provides for breakfast and dinner, six days a week from Sunday to Friday. This meal plan agreement and fee structure will be in effect as long as you are on a Housing contract with SHHS. Residents will pay for their meal plan fees directly to SJC Culinary Service and the current monthly meal plan fees for the school 2023 to 2024 are as follows:

Student Meal Plan- \$625.00 per month

Non-Student Meal Plan- \$625.00 plus GST- \$656.25 per month

Please note that there will be a yearly increase in meal plan fee at the start of each school year based on the yearly rate of inflation. This increase will be reviewed and approved by the SJC Dining Society Board of Directors.

SJC Culinary Service will send an invoice, either by email or a hard copy to resident's mailbox by the last week of each month stating the total amount of meal plan fees due for the following month. It is the responsibility of each resident to verify the amount and notify SJC Culinary Service immediately by email sjc.chef@ubc.ca if there is a discrepancy in the fee amount. Any delay in notification may result in a delay in refunds if the fees had been debited from his/ her bank account.

Payment Methods:

Payments can be made by personal cheques (Canadian banks) payable to 'SJC Culinary Service'. Alternatively, you may pay by Interac E-Transfer to sjc.chef@ubc.ca. Payments need to be made by the 1st of every month. Please note that late fees and NSF fees will be charged. Cash or credit card payments are not accepted.

Late Fees: SJC Culinary Service will enforce the following late fee policy in regards to payment of Meal Plan fees by all St. John's College residents:

- A \$25 late fee may apply to any fee payments received after the first business day of the month. Late fees will be increased based on the number of times you have been late. On being late for the third time, the late fee increases to \$50. On the fourth and subsequent late instances the late fee will be increased to \$75.
- This fee will be applied to the resident's meal plan fees.
- Extensions may be granted on compassionate grounds or based on unforeseen circumstances at the discretion of SJC Culinary Service.

NSF Payments Fee: SJC Culinary Service will charge \$30 for any NSF (non-sufficient funds) payment either from returned cheques because of NSF.

Termination Fees: If you cancel your Residence Contract with Student Housing and Hospitality Services (that is, do not stay to the end of the contract), you will need to provide SJC Culinary Service 2 months written notice otherwise you may be charged a termination fee.

Meal Plan Hours: Breakfast is served from 7:30am to 9:45am, Monday through Friday and 8.00am to 10.30am on Sundays and Statutory Holidays. Dinner is served from 5:30pm to 7:30pm, Sunday through Friday (Including Statutory Holidays). PLEASE NOTE that current meal plan hours are implemented due to the pandemic and that most classes are being taken online. Hours will be changed when situations improve in the future and residents will be given 2 weeks advance notice of meal hour changes.

Dietary Restrictions: Please note that the kitchen prepares only a regular (meat, poultry or seafood) and vegetarian option for each dinner service. Vegetarian dinner nights are featured regularly. SJC Culinary Service will do its utmost to accommodate dietary restrictions. As the kitchen produces a large volume of food on a daily basis and cross contamination of ingredients can occur, SJC Culinary Service cannot guarantee that all restrictive diets can be accommodated. Likewise, SJC Culinary Service will not be able to provide for specific diets such as Halal, Kosher etc. Please enquire with SJC Culinary Service in advance to see if your dietary restrictions can be met.

Meal Plan Fee Reduction (Maintenance Only Fee): If you plan to be away from the College for more than 2 calendar weeks in a given month, you may apply to pay for Maintenance Fee only. The Maintenance Fee is half a month of the Meal Plan Fee plus GST, a resident can only apply for maximum of 2 months of Maintenance Fee Only in any calendar year. A resident may apply for more than 2 months if they have been approved for an Academic Leave by the Principal (Please show documentation form). Residents are not entitled to meals (breakfast and dinners) during the month they are on Maintenance. Application to go on Maintenance Fee Only needs to be submitted to SJC Culinary Service by the 15th of the month prior to the month being requested.

Alcohol Consumption: SJC Culinary Service holds a BC liquor licence, which permits serving alcohol with food in licenced areas (Dining Hall, Social Lounge and Seminar Room). This licence permits the SJC Culinary Service to serve alcohol at events and during resident dinners, provided that food is also being served. A variety of wines and beers are available for purchase at the dining hall during dinners. Under the terms of the liquor licence, SJC Culinary Service must

be solely responsible for the purchase and sale of alcohol in licensed areas, therefore, the following points must be observed:

- It is unlawful to bring alcohol not purchased from SJC Culinary Service into the licensed areas for consumption.
- It is unlawful to take alcohol purchased from SJC Culinary Service outside the licensed areas.
- Alcohol served in a licensed area (even for events organized by residents) must be purchased by the SJC Culinary Service and sold and served by its employees.

For a more detailed information on dining and meal plan guidelines, please see attached Meal Plan Dining Policies

Please signify your agreement to this St. John's College Resident Meal Plan Agreement by signing below and emailing it to sjc.chef@ubc.ca

Resident's Name: _____ Room No. (if known): _____

Resident's Signature: _____ Email Address: _____

Date: _____

Questions should be directed to

Clarence Tay, Owner Operator

SJC Culinary Service

Email: sjc.chef@ubc.ca

Telephone: 604 822 5857/ 604 822 0090