

Name: «Profile__Full_Name»
University ID: «Profile__University_ID»
Email: «Profile__Permanent_Email»
Address: «Address_Permanent_Address1» «Address_Permanent_Address1b»
«Address_Permanent_Address2», «Address_Permanent_State» «Address_Permanent_Post_Code»
«Address_Permanent_Address3»

2022 SPRING ONLY USFSP STUDENT HOUSING AGREEMENT
TERMS, CONDITIONS, AND RESPONSIBILITIES

USFSP Student Housing Agreement (“Agreement”): The Student Housing Agreement is a financially and legally binding agreement between the University of South Florida’s Board of Trustees, a public body corporate acting for the University of South Florida and a prospective or enrolled student who is and intends to remain enrolled. It is an agreement for the use of space and all terms including length of agreement, cancellation terms and other terms set forth will be enforced. (Special Status Students are housed upon approval by the Department.) Any alterations by the student to the terms contained in the agreement will neither be honored nor deemed valid without specific written approval from the Director of Housing & Residential Education recognizing acceptance of and identifying the proposed alterations. By signing the Agreement, electronically or otherwise, the student is acknowledging notice of all of the Student Housing Agreement terms.

I. TERMS OF AGREEMENT:

1. Definitions

Application: The form that is completed that contains preferences for dining, roommates, and/or room/building type.

Application Fee: A \$50 non-refundable fee that is assessed to a student account upon submission of an application.

Cancellation: The act of requesting to end the agreement and the assignment. Fees may apply.

Consideration: The student’s consideration is the payment made by the student in the form of application fee or rent. The Department consideration is the processing of the application for room assignment. Either party may cancel the agreement before assignment of housing as set forth in Section 5 below.

Agreement: A binding agreement between the student and the University.

Department: The Office of Housing and Residence Life, the Director of Housing & Residence Life or the designee.

Residence Halls: All traditional, suite, and apartment style halls unless otherwise specified.

Selection: The student’s choice or the Department’s assignment of a specific room.

Student: An individual that has been admitted to the University.

Space: A bed in a traditional, suite, or apartment in University owned or operated residential buildings.

2. Eligibility Requirement for Housing:

- a. Students who have been accepted to the University by the University Office of Admissions are eligible to apply for housing. To be considered for housing, the student must submit the application,

application fee and proof of required vaccination forms which is effectively an agreement for housing.

- b. Student must remain enrolled full-time in University courses during each semester covered by the Term of this Agreement. Should Student fail to meet this enrollment requirement, the Department may cancel this Agreement and require Student to vacate his/her assigned Space in accordance with applicable University Policies or other applicable laws, regulations, policies, or procedures.

c. **Department Assignment Preconditions:**

- (i) **Vaccination Requirement:** Students must submit appropriate vaccination information and forms to USFSP Wellness Center. Forms can be found on the webpage, <https://www.usfsp.edu/wellness/health/immunization-requirements/>. Forms must be submitted to enable the Department to make a room assignment. Failure of the student to submit the required vaccination/immunization record either at the time of application or to enable a room assignment is considered cancellation by the student of the agreement. The Department will not make any room assignment and the Department will not refund the application fee based on the student's cancellation of the agreement by non-compliance with the vaccination agreement term. Immunization Health History Form must be submitted to the Wellness Center:

Phone: 727-873-4422

Email: immunizations@usfsp.edu

Address: 140 7th South, SLC 2200
St Petersburg, FL 33701

- (ii) **Availability for Housing:** The Department may cancel the agreement for housing if a room is not available or appropriate for assignment to the student.

3. **Application Fee:** A \$50 non-refundable application fee will be assessed to the student account upon completion of the application process. This fee can be paid using the methods advertised on the Cashier website.
4. **Effective Date:** This Agreement shall become effective upon the Department receiving both the housing application, the required fee and the required vaccination forms. Once the agreement becomes effective, the Department will be able to initiate the housing assignment process.
5. **Inability to perform:** If the Department is unable to assign a student a space due to:
 - a. the student's failure to meet the assignment prerequisites; the Agreement will be considered cancelled by the student without refund of the non-refundable application fee
 - b. the Department's inability to identify available or suitable space; the Agreement will be considered cancelled and the Department will refund the application fee.
6. **Length of Agreement:** The agreement dates covered by these terms, conditions, and responsibilities are the Spring 2022 term. The dates for each semester are available on the [USFSP Housing Portal](#).
7. **Occupancy Status:** Occupancy will remain in effect until the student officially checks out with the department. Removing personal belongings and vacating the assigned space without completing the check-out process will be considered an improper check-out and the student will be financially responsible for the terms of the agreement and associated fees.
8. **Occupancy Requirements:** Residence hall space may be occupied only by the student to whom this agreement is made. The agreement may not be assigned, and residence hall space may not be sublet to another person.
 - a. **Guest Limitations:** Students are responsible for the actions and any damages incurred by their guests, additional guest policies can be found in the Housing handbook located on the [Housing and Residence Education webpage](#).

9. **Utilities:** The Department is not liable for interruption or failure of utilities such as heating, air conditioning, water, electricity, cable television, internet, etc. The Department reserves the right to assess additional charges and/or rent during the Agreement period to offset increased utility and/or other operational costs, provided the Department gives written notification to the student at least 30 days prior to any increase in rent or charges.
10. **University Entry Rights:** Authorized Department personnel may enter Student's Space without the Student's permission (but following prior notice to Student) for maintenance/housekeeping purposes and for fire/safety inspections. When authorized Department personnel have reasonable belief that a violation of a University Policy, or violation of any local, state, or federal law, regulation, or ordinance is in progress, or in the event of an emergency, such personnel may enter Student's Space without notice to Student.
11. **Condition of Space:** Student's Space shall be kept clean and orderly. Charges may be assessed to Students for damage to, unauthorized use of, or alterations to, rooms, furnishings, appliances, equipment, locks, or buildings, and for special cleaning necessitated by improper care of rooms, furnishings, appliances, or equipment either within Student's Space or on the floor or in the section of the facility wherein Student's Space is located.
12. **Specific Space Requirements:** At no time does the Department guarantee assignment to a specific complex, building, room, roommate, room type, or room occupancy (single, double, or triple).
13. **Space Not Transferable:** Student's assigned Space may be inhabited ONLY by the Student, and such Space is not transferable or assignable without the Department's prior written approval. Spaces may not be sublet to another person(s). Appropriate monetary charges, as determined by the Department, will be assessed, and/or disciplinary action will be taken, against violators of the provisions in this paragraph.
14. **Room Consolidation:** The Department reserves the right of room consolidation, change the room's gender designation, occupancy designation, or change in the assignment either in advance of check-in or after the start of the term. If one of the occupants of a double occupancy room moves out, another occupant will be assigned to that room by the Department. If no such assignment can be made, upon notification by the Department, the remaining occupant will exercise one of the following options: (a) locate another roommate who agrees to be reassigned to the occupant's room, (b) be reassigned to a double occupancy room chosen by the Department, or (c) be reassigned to single occupancy, if available, and pay the single occupancy rate.
15. **Meal Plan Requirement:** Residential students at USFSP are required to purchase a meal plan for all terms of residency. Additional information can be found in the dining services contract or at the [Dining Services Website](#).
16. **Disabilities and Facilities:** A variety of facilities are available for students with disabilities and other medical considerations in on-campus housing. Students requesting reasonable accommodations for housing based on a disability or a medical condition must submit their request for said accommodations in writing to the Housing Operations Coordinator. Housing staff will confer with the Office of Student Disability Services in order to determine any reasonable and appropriate accommodations. Any information provided to the Department of Housing & Residential Education substantiating a disability or medical condition will be maintained in strict confidence pursuant to Federal and Florida law.
17. **Transfer/Reassignment:** The student may, after written approval from the Department, move to another residence hall space in accordance with the Department's room change process, which can be found on the [Housing and Residence Education webpage](#).
 - a. The student shall not be permitted to transfer to another housing space without the approval of the Department. If the student does occupy another housing space without the approval of the department, they will be responsible for the rental fees of both the room they moved to and the room they are assigned.

18. **Common Spaces:** The Department reserves the right to determine the need for and the use of all lounges and other common or public areas in and around the Residence Halls. Living unit lounges may be converted and assigned as residence hall space when deemed necessary by the Director of Housing & Residential Education.
19. **Damage Liability:** The Department is not liable for damage to or loss of personal property, failure or interruption of utilities, or for injury or inconvenience to persons (except to the extent set forth in Florida Statutes, Sec. 768.28[2010].) Students are encouraged to provide their own personal property loss insurance.
20. **Department Modification Rules:** The Department reserves the right to make additional and/or modify existing rules and regulations. The Department agrees to make every reasonable effort to inform resident students of any regulation changes or pertinent policy information.
21. **Departmental Discretion:** The Department may cancel this Agreement or change Student's Space assignment in the interest of order, discipline, health, safety, security, maximum utilization of Department facilities and resources, and/or educational delivery, or for the Student's failure to pay rent or charges in a timely manner.
22. **Provisional Removal for Behavior:** Student(s) who have been determined to create an immediate danger or threat to the community may be provisionally removed from USFSP Housing until an investigation and a resolution can occur. This authority shall rest with the Director of Housing & Residential Education, or designee. Students will remain financially responsible for the agreement during the provisional removal.
23. **Adherence to USF Restrictions and Compliance with USF Regulations:** A Student is prohibited from inviting or hosting a person in their room, residence hall, or on campus when the student knows that that person has been barred from campus by the University Police or other University official. Any student or person who knowingly violates this section may be subject to all applicable University, civil and criminal penalties.
24. **Correspondence:** Correspondence from Housing including rent bills, notices of other charges, credits, and other materials will be emailed to students at their official University email account.

II. RATES AND PAYMENT OPTIONS:

The Department offers two types of Payment Options; semester payments or through Financial Aid if aid (not including work study) is sufficient to cover your expenses.

1. **Rates:** Rates are listed on the [Housing and Residence Education webpage](#), are by reference made a part hereof, and are subject to change following approval by the Board of Trustees. The non-refundable \$50 application payment is due with the agreement when submitted and is in addition to the published rates. Students receiving Financial Aid will have any outstanding housing charges deducted from their aid prior to receiving a reimbursement check regardless of their payment option. This Agreement is separate from and not contingent upon financial aid or scholarship award notification.
2. **Student's Payment Obligation:** Student acknowledges that different Department facilities have different rental rates. The amount of rent the Student will be obligated to pay will depend on the Space assigned to the Student, and Student's rental amounts will not be known until such assignment is made. Rental rates can be found at the [Housing and Residence Education webpage](#). The rates are subject to change. Student acknowledges that he/she will be bound by this Agreement so long as any increase in the rental rate associated with Student's assigned Space prior to Student's occupancy is in accordance with this Agreement.
3. **Unpaid Charges:** Any unpaid rent, cancellation, or other charges accruing under this Agreement may be applied to Student's University account and may result in a hold being placed on Student's record and/or academic transcripts.
4. **Fees:** The methods of payment are listed below:

- a. **Payments Online:** Online payments, via credit card or e-check, for housing may be completed via the USF payment gateway available at oasis.usf.edu. *Online payments made via the OASIS payment link will be processed as per the USF Cashier's Office protocols and so may or may not be applied to your housing balance.*
- b. **Payments by Check:** Housing payments by paper check/money order may be mailed to the USF Payment Center at:

University of South Florida
PO Box 864571
Orlando, FL 32886-4571
- c. **Payments by Cash:** Housing payments using cash may be made at the USFSP Cashier's Office located in the Bayboro Building. You must notify the cashier at time of payment that you are paying a housing fee in order to ensure the payment is made toward housing.

III. PAYMENT SCHEDULE

Agreement Type	Semester Payment Due	Financial Aid Deferment Deadline
Spring Agreement	2/26/21	2/26/21

1. **Default Process:** If a resident defaults in the payment of rent or other housing charges, the resident may be charged a 5% late fee on the outstanding balance, remain liable for the agreed amount and other housing charges, and the resident's University records may be placed on Administrative Hold.
2. **Collection Process:** Students failing to make payment within the appropriate time frame, as set by the University Controller's Office, will be subject to the University's collections policy (please see the web site http://www.usf.edu/business-finance/controller/student-services/accountsreceivable/Department_accounts.aspx for more information).

IV. CANCELLATION:

1. **Agreement Cancellation:** Notwithstanding anything contained herein, and even when Student's cancellation is permitted under the terms of this Agreement, this Agreement may not be canceled without the prior written approval of the Department. Such approval will be in accordance with, and subject to, the terms and conditions of this Agreement.
2. **Cancellation by Department:**
 - a. **Policy and Procedures for a Department Cancellation:** The Department may, in accordance with applicable rules of the University and the Board of Trustees, initiate reassignment or cancel the agreement with any and all applicable charges if deemed necessary by the Department in the best interest of order, health, discipline, safety, security, disaster, failure to make required payments according to Payment Schedule, or compliance with the University's immunization policy. The Department may also cancel a agreement for any individual whose enrollment status changes (including but not limited to a voluntary withdrawal, dismissal or change status as a student) over the term of the agreement. Students whose agreement has been cancelled will be required to vacate the residence halls within 24 hours from notification unless otherwise indicated. A student's accepted agreement may be cancelled by the Department of Housing & Residential Education due to the maximum utilization of facilities at which time any fees paid will be refunded in the same method in which it was collected.
 - b. **No Show Cancellation Policy:** Residents who have not properly occupied their room by 12 p.m. on the first day of classes and have not notified the Department of their late arrival may be declared

“no shows” and be reassigned based on availability of bed space. If the student is a “no show” the student shall be charged a cancellation fee (see cancellation fee chart in Section IV.3.c.).

- c. **Cancellation Due to Administrative Dismissal:** Students who are removed from housing and/or dismissed from the University as a result of administrative reasons will be responsible for the agreement as per the aforementioned cancellation terms.
- d. **Cancellation Due to Conduct Dismissal:** Students who are removed from housing and/or dismissed from the University as a result of student conduct sanction, or are currently a subject of an ongoing investigation by Students Rights and Responsibilities, will be subject to the full fees for the housing agreement.
- e. **Cancellation Due to Academic Dismissal:** Students who are academically dismissed by the University will not be charged a cancellation fee, provided they cancel their housing agreement, vacate the room, and complete the check-out procedures prior to the opening of the residence halls for the given semester. Students who are academically dismissed and complete these steps after the opening of the halls will be charged a \$1500 cancellation fee and a daily-prorated rental charge.

3. Cancellation by Student:

- a. **Eligibility, Procedure:** Students wishing to cancel their housing agreement prior to the opening day of the residence halls for the term of the agreement may do so, but certain charges may apply. Cancellation requests must be submitted through the [USFSP Housing Portal](#) under the “Cancellation Form”. **Requests for cancellation over the phone and/or email will not be accepted.**
- b. **Cancellation Circumstances:** A Student cancellation request must be expressly authorized by the terms and conditions of this Agreement must be made via the [USFSP Housing Portal](#) and must result from one of the circumstances set forth in this Agreement. The Department may, within its sole discretion, deny any cancellation requests. Cancellation of an Agreement may be subject to the cancellation fees as set forth in this Section IV.3.c. Cancellation of the Agreement is subject to the other conditions contained herein, including the payment of applicable cancellation fees.
- c. **Cancellation Fee Chart and Policy:** Fees will be assessed as follows and are dependent on the status of the applicant in the assignment process and the time of the cancellation notice:

Status in Assignment Process	Sept. 1, 2021 – Nov. 1, 2021	Nov. 2, 2021 – Dec. 1, 2021	Dec. 2, 2021 – Dec. 11, 2021	Dec. 12, 2021 – Dec. 23, 2021	Dec. 24, 2021 – Jan. 9, 2022	After January 9, 2022
Applied	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Assigned	No Charge	\$250	\$500	\$1000	\$1500	Half the Remaining Charges for the Agreement

Those students required to relocate outside the St. Petersburg area, due to military orders, will be charged a prorated rental charge for duration of occupancy, if applicable.

Students wishing to cancel their Agreement after Move in day for the given term risk being charged for the full semester whether they move in or not. If cancellation paperwork is not submitted, additional charges will apply.

- d. **Cancelling Housing After Checking In:** Students wishing to cancel their agreement after checking into the residence halls may do so by paying a prorated fee for time assigned to the room, plus one-half of the remaining charges on the agreement (*this may include fall and/or spring charges*). The fees will be added to the students financial account and will be due and owing immediately. Non-payment of the fees may result in a student registration hold or restriction on graduation and ability to obtain a transcript. Late payments may also include collection fees.

- e. **Cancellation Due to a Medical Issue:** The Student must provide a medical withdrawal that has been accepted and approved by the University of South Florida St Petersburg. Medical withdrawal terminates this agreement for any semesters commencing after the medical withdrawal date, and USFSP will refund a portion of the rent for the semester the Student withdraws for medical reasons, based upon the Student's move out date. Medical conditions that do not require medical withdrawal from USF are not grounds for termination of this agreement, or for waiver or reduction of cancellation fees.
- f. **Appeals:** In extenuating circumstances, Student may submit to the Department a cancellation request for circumstances that do not meet the criteria set forth herein. The Department's Housing Appeals Committee, within its sole and absolute discretion, may, but is not required to, authorize a reduction or removal of cancellation fees after written petition from the Student (form available on the [USFSP Housing Portal](#) under Housing Forms). If the Housing Appeals Committee releases Student from this Agreement, Student will remain subject to any applicable charges or fees as determined by the Housing Appeals Committee, including, but not limited to, a cancellation fee. Decisions of the Housing Appeals Committee cannot be further appealed.

V. GENERAL PROVISIONS:

1. **Department Interpretation Controls:** Department shall make the final interpretation of, or determination under, all provisions of this Agreement, as well as any related University Policies.
2. **Department Not Liable:** The Department is not liable for loss of or damage to Student's personal property kept in Student's assigned Space or on or about any of Department's facilities.
3. **Modifications:** This Agreement may not be modified or amended, except by a further written instrument executed by both Department and Student.
4. **No Waiver:** Any failure by either party hereto to exercise any of its rights hereunder shall not be construed as a waiver of such rights, nor shall any such failure preclude exercise of such rights at a later time.
5. **Severability:** Whenever possible, each part of this Agreement shall be interpreted in such a manner as to be valid under the applicable law. However, if it shall be found that any part of this Agreement is illegal and unenforceable, such part or parts shall be of no force and effect to the extent of such illegality or unenforceability, without invalidating the legal and enforceable remainder of such part or parts or any other part of this Agreement.
6. **Assignment:** This Agreement shall not be assigned by either Department or Student without the express written consent of the other party, which consent may be given in each party's sole discretion.
7. **Headings:** Section headings used in this Agreement are for convenience only and are not to be construed as part of this Agreement.
8. **Construction:** This Agreement shall not be construed more strongly against any party, regardless of who is responsible for its preparation.
9. **Public Records:** This Agreement is subject to the Public Records Law of the State of Florida, Chapter 119, Florida Statutes.
10. **Governing Law; Venue:** This Agreement and all transactions governed by this Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Florida without regard to principles of conflicts of laws. In the event of any legal or equitable action arising under this Agreement, the parties agree that the jurisdiction and venue of such action shall lie exclusively within the courts of record of the State of Florida located in Hillsborough County, Florida, and the parties specifically waive any other jurisdiction and venue.
11. **Sovereign Immunity:** Nothing contained herein shall be construed or interpreted as (a) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (b) the consent of University or the State of Florida or their agents and agencies to be sued; or (c) a waiver of either

University's or the State of Florida's sovereign immunity beyond the limited waiver provided in section 768.28, Florida Statutes.

12. **Time of the Essence:** Time is of the essence of this Agreement.

13. **Electronic Signature; Counterparts:** This Agreement may be executed by electronic signature in accordance with Florida law, and in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

The University of South Florida is an equal opportunity institution and, as such, assigns residence hall space to qualified enrolled students without regard to race, color, marital status, religion, national origin, disability, age, Vietnam Era or disabled veterans status, sexual orientation or gender identity, as provided by law and in accordance with the University's respect for personal dignity.

Issued June 10, 2020

As you know, we are living in unique and unprecedented times. The University of South Florida holds as paramount the health, safety and welfare of our community. Yet, we all must acknowledge that we cannot guarantee a COVID-19 free environment and it would be disingenuous to suggest otherwise. Taking steps to reduce the risk of COVID-19 is the shared responsibility of every member of our community. Therefore, as the University of South Florida prepares for the return of residential students on our Tampa and St. Petersburg campuses for the 2020-2022 school year, we know changes will be required to follow health and safety standards and guidance for community living due to Covid-19. Acknowledging these changes to the traditional USF residential experience, we are issuing the following addendum to the USF Student Housing Agreement to provide students with greater detail about these shared obligations, what they may expect and how changes may impact their residential experience in the coming year. Please take the time to carefully review each item.

Additional Terms, Conditions and Responsibilities for 2020-2022 USF Student Housing Agreement:

1. Health and Safety.

- A. The Student acknowledges the inherent elevated risk associated with living in a community environment and the Student's shared obligation to prioritize health and safety for the benefit of the entire community.
- B. The Student acknowledges they have considered their own personal health status and increased risk factors inherent with community living, including the risk of exposure or infection by COVID-19, when deciding to live on campus.
- C. The Student agrees to adhere to University expectations intended to minimize risk of exposure to COVID-19 consistent with health and safety guidance including, but not limited to, practicing physical distancing as recommended by CDC and wearing appropriate face covering when within six feet of another individual when required.
- D. University staff will educate and inform residential students on appropriate cleaning protocols within their personal living space and shared spaces. The Student acknowledges their responsibility to keep personal living space in a sanitary condition and to adhere to sanitation standards in shared spaces. USF staff retain the right to conduct health and safety inspections of the living space.
- E. The Student acknowledges they may be required to submit to symptom checking or COVID-19 testing to access the residential community.
- F. The Student agrees to disclose to the appropriate University medical official immediately upon notification of positive COVID-19 test status or contact from Florida Department of Health about exposure and instruction to isolate.
- G. The Student agrees to comply with University direction requiring isolation. Isolation may require removal from assigned room, building, or campus. Isolation does not constitute cancellation of the Student Housing Agreement.
- H. Students are required to comply with all health and safety law, orders, ordinances, policies, regulations, and guidance adopted by the University or Department as it relates to COVID-19. This guidance may evolve as circumstances warrant. University may require student to leave University housing in the event the Student's continued presence poses a health or safety risk to the housing community.

2. General Terms and Provisions

- A. The Student acknowledges the University may restrict the full use of spaces and amenities within the residential community including, but not limited to:
 - a. No visitors, including overnight guests, are permitted.
 - b. Access to residential spaces is restricted to residential students, University staff, and approved vendors.

- c. Residents may only enter the residential building to which they are assigned unless otherwise posted (i.e., to access critical services such as mailroom, dining services within residential building, staff offices.)
- d. Residents may only have one other building resident as a guest in their assigned room.
- e. Access to and use of amenities/space may be restricted or limited in capacity (community space, lounges, kitchen, laundry rooms, elevators, etc.)
- B. The Student acknowledges the Agreement start and end dates and the length of Agreement may be adjusted to align with the University academic calendar.
- C. The Student acknowledges the building or room assignments may be changed prior to arrival or at any time during the term of the Agreement the University deems necessary.
- D. The Student acknowledges Student-initiated room change requests may be restricted or limited after occupancy.
- E. The Student acknowledges the Student will not be eligible for a refund of housing rental rates and fee if Residence Halls close, access is restricted during the term, or if the length of Agreement is adjusted.
- F. In the event of a conflict between the above Addendum and the original Agreement, this Addendum will apply.

USF is committed to supporting our students in their return to campus during this unprecedented time and recognizes the value of the on-campus residential experience. The above information has been provided to allow students to make an informed decision about living in residential housing for the 2020-2022 school year. While the above is intended to provide some detail, there may be additional modifications needed as the year progresses and we track the impact of COVID-19 on our residential community and campus. As always, we will endeavor to update you with timely information about specific health and safety guidance important for our residential community.



2021-2022 USF DINING CONTRACT TERMS, CONDITIONS, AND RESPONSIBILITIES

Name: «Profile__Full_Name»
University ID: «Profile__University_ID»
Email: «Profile__Permanent_Email»
Address: «Address_Permanent_Address1» «Address_Permanent_Address1b»
«Address_Permanent_Address2», «Address_Permanent_State»
«Address_Permanent_Post_Code»
«Address_Permanent_Address3»

Dining Plan

Requested: «App_PlanPrefs_Plan_Preference_3»

Meal Plan Provisions:

Your USF ID, which serves as your meal card, is required for all transactions – no exceptions. All meal plans starting in the Fall for First Year Residents are a two semester commitment (FALL 2020 & SPRING 2022); Dining Dollar Only plans are not a meal plan.

If your USF ID Card is lost or stolen, you must immediately report it to USF Dining Services 813-974-4499 to place ID on hold or you may place it on hold at usf.edu/Bullbucks. USF Dining is not responsible for any meals missed due to lost or stolen USF ID Cards. You may be eligible for a temporary card issued by the Meal Plan Office located in the MSC room 1502. The card would be valid only at dining halls for 5 days from when it was issued. You must return the temporary card or you will be charged \$10.00.

ST. PETERSBURG CAMPUS ONLY

Once you have reported your card lost or stolen, please visit The Reef in the University Student Center to receive a temporary card from the manager on duty.

Resident Meal Plans

FIRST YEAR *TAMPA CAMPUS ONLY*

As part of your first year experience at USF, students who are residing on campus, are to select a meal plan prior to moving into their residence hall or on-campus apartment, and may select an Open Access, Any 15 and Bull Block 175 (Summer residency is not included as a previous term of residence and does not exempt a student from the meal plan requirement for new residents). Exceptions are for transfer students with 12 or more college attended credit hours (dual enrollment does not apply). First year students who move on campus after the start of the semester have one week to select an Open Access, Any15 or Bull Block 175 meal plan.

ST. PETERSBURG CAMPUS ONLY

As part of your residential experience at USF, students who are residing on campus, are to select a meal plan prior to moving into their residence hall or on-campus apartment, and may select an Open Access, Any 15, or Bull Block 175 meal plan. (For First Year Students, summer residency is not included as a previous term of residence and does not exempt a student from the meal plan requirement for new residents). Any student who moves on campus after the start of the semester has one week to select an Open Access, Any 15 or Bull Block 175 meal plan.

Grace Periods:

You may upgrade your meal plan at any time. A grace period is provided each semester during which you may change the prorated value of your Residential Meal Plan to another eligible Residential Meal Plan. **Fall 2021 grace period: 08/24/20- 08/28/20 by 4pm & Spring 2022 grace period 01/11/21-01/15/21 by 4pm.** Meal Plan changes must be completed through an online request form during the first week of classes. Students will fill out the online form, select their change and appointment times to schedule a phone appointment with a meal plan team member to be considered for a meal plan adjustment. Completion of this form does not confirm your meal plan change or cancellation. You must speak over the phone with a USF Dining team member to confirm your change/cancellation. The meal plan change request form can be found on www.usfdining.com. Your request has to be submitted before the end of the grace period to be eligible for review.

Cancellation Policy:

It is the meal plan holder's responsibility to notify USF Dining of the request to cancel a meal plan by the end of the grace period, unless withdrawing from the University. All cancellations must go to the USF Dining Leadership Team for review and decision. **If a student does not receive Housing or cancels a Housing assignment, this does not automatically cancel a meal plan contract.** **Non-payment does not cancel your meal plan.** Exceptions: Students not returning for Spring semester need to send verification of registration withdrawal or transfer to the Meal Plan Team by the end of the Fall semester. Send all attachments to dining@usf.edu.

Dining Dollars:

Any unused Dining Dollars from the Fall semesters will rollover to the Spring semester with the purchase of a Spring Meal Plan (excludes Dining Dollar Only Plans). If the account holder does not wish to participate in the Spring Meal Plan (off-campus students only) any unused Dining Dollars will be forfeited at the end of the Fall semester: Last day of Fall meal plan Friday December 11, 2020. Unused Spring Dining Dollars will be forfeited at the end of the semester. May 7th, 2022***. It is the student's responsibility to monitor their Dining Dollar balance. This can be done by downloading the MyUSF app and selecting the Bulls Bucks button (this will show the Dining Dollars balance). Additionally, students can log onto their Canvas account and the Dining Balance will show on their dashboard. ***Dining Dollar only plans are valid only for the semester purchased.

Refund Policy:

All purchases are considered to be final. Exceptions will be made for IT processing errors. All refunds for IT processing errors will be refunded to the credit card used for the purchase.

All meal plans will be automatically reactivated for you to enjoy beginning January 8, 2022. Should you wish to make any changes to your plan, we encourage you to contact USF Dining at dining@usf.edu during the appropriate grace period (see section: Grace Period).

Important Dates:

The Fall Meal Plan begins on Thursday, August 20th 2020 with opening and ends Friday, December 11th, 2020*. Spring Meal Plans begin on Friday January 8th, 2022 and ends Friday, May 7th, 2022***.**

Dining halls may be closed for the Thanksgiving Holiday, Winter Holiday*, Spring Break, and other University Holidays. Dining Hours are subject to change due to school holidays, exam schedules, reading days, and inclement weather conditions.

*View USF Dining's Hours of Operations, Menus, and limited time Meal Plan Offerings at www.usfdining.com.

Payment Provisions:

All charges for a meal plan selection will be posted to the student account (OASIS) with payment due in accordance with University payment deadlines or as otherwise specified:

FALL 2021

Item	Deadline
MEAL PLAN PAYMENT DUE DATE	August 28, 2021 (5:00 PM)
MEAL PLAN PAYMENT DUE DATE For students with billed Florida Prepaid Tuition Plans or with Financial Aid Deferments	October 09, 2021 (5:00 PM)***

SPRING 2022

Item	Deadline
MEAL PLAN PAYMENT DUE DATE	January 15, 2022 (5:00 PM)
MEAL PLAN PAYMENT DUE DATE For students with billed Florida Prepaid Tuition Plans or with Financial Aid Deferments	February 26, 2022 (5:00 PM)***

Tax on dining dollars is deducted from the account as spent. As a resource, more information regarding student account (OASIS) payments can be found by visiting www.usf.edu/cashiers for Tampa Campus and www.usfsp.edu/administrative-and-financial-services/cashier/ for St. Petersburg Campus.

Meal Plan Usage:

All funds and plans purchased for use in USF Dining are for the personal use of the owner of the account or plan only and are non-transferable. The USF Dining funds and plans cannot be used as a gift card or gift certificate.

Open Access

The Open Access meal plan includes up to 8 guest meals to be used per semester. The meal plan holder must specify at the point of sale they would like to use one of their guest meals at the time of transaction. Any unused guest meals will be forfeited at the end of the semester.

ANY 15: Meals on the Any 15 run from Wednesday morning to the following Wednesday. Unused meals will not carry over to the following week and the plan will reset to 15 meals Wednesday morning.

BULLBLOCK PLANS: Any unused meals will be forfeited at the end of the semester for Fall and again for Spring.

ST. PETERSBURG CAMPUS ONLY

For fall 2020, the meal swipe portion of the meal plan will be redeemed at The Reef. Upon the opening of the new dining center in Osprey Hall during 2022, meal swipes will be redeemed exclusively at the new dining center. Dining Dollars can be redeemed at all USF Dining locations.

RESIDENTIAL CARRY-OUT POLICY:

As a courtesy, USF Dining offers the option to take your meal to-go from any 3 Dining Halls on campus, using our eco-friendly green to-go box. At the Hub, Juniper Dining, Champions Choice and the new Osprey Hall Dining Center, located at USF St. Petersburg, please specify if you will be dining in or would like to take your meal to-go. Keep in mind, for each meal taken to-go; you will be charged one meal swipe or the dining dollar amount for that meal period. There will be a one-time \$5 deposit fee for your initial to-go box. After using your to-go box, please return to any dining hall to exchange for a clean box, the next time you'd like your meal to-go.

*A maximum of TWO to-go boxes are allowed out at one time.

CARRY-OUT USAGE:

1. Bring your clean to-go box into any three dining halls. (Juniper Dining, Champion's Choice, and The Hub)
2. Swipe in to pay for your meal, indicate that you would like your meal to-go at the cash register. You are NOT allowed to dine in using a to-go box.
3. Fill up your to-go box with a variety of delicious food. THE BOX MUST BE ABLE TO CLASP SHUT PRIOR TO LEAVING DINING FACILITY.
4. Bring your to-go box into any three of the dining halls to exchange for a clean one.

During the last week of the semester, one to-go box may be returned to any dining hall to receive a refund for the \$5 deposit. The \$5 reimbursement will be refunded in Dining Dollars on your student account.*USF Dining is NOT responsible for any food taken outside of the Dining Facility. *ONLY TWO pieces of whole fruit are permitted to be carried outside the Dining Facility per visit.