

This agreement is made by and between Old Dominion University Dining Services and

Name: _____ UIN: _____

Office Location: _____ Office Phone: _____

Home Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

I affirm that I am either a full-time faculty or full-time staff Old Dominion University employee eligible to utilize payroll deduction for the faculty staff Dining Membership program. _____ (initial)

-OR-

I affirm that I am either a full-time or part-time faculty/staff Old Dominion University employee eligible to utilize payroll deduction for the Monarch Plus program. _____ (initial)

Dining Membership Plans (Please check one):

- Gold 75 – 75 meals \$468 Bronze 25 – 25 meals \$170
- Silver 50 – 50 meals \$326 Monarch Plus \$_____ (\$10 min per pay period)

Contract Terms:

1. The meal plans are valid from August 24, 2009 through August 6, 2010.
2. Monarch plus accounts are valid year round as long as you are employed by Old Dominion University and payroll deductions will continue as long as you receive a paycheck or until you complete the form to cancel the payroll deduction.
3. Meals can be used in Café 1201, the Faculty/Staff Dining room and Whitehurst and Rogers residential restaurants. (Please note Dining options may be limited during summer sessions.)
4. One meal deduction is required for each meal period admittance. You can use more than one meal during any meal period (for repeat visits or guests).
5. Unused entitlements are forfeited at the end of the contract period.
6. You must have a valid Old Dominion University ID card to access your meal plan and Monarch Plus accounts.
7. The deadline to request a meal plan refund will be Sept. 11, 2009 (Fall) and Jan. 22, 2010 (Spring). Monarch Plus refunds can be obtained through the Card Center up to 365 days after leaving Old Dominion University. There will be a 10% administrative fee applied with any refund (not to exceed \$25).
8. Payroll deductions may only be applied for twice a year. August 3, 2009 through September 11, 2009 for the fall (deductions begin October 16) and December 1, 2009 through January 22, 2010 for the spring (deductions begin February 16).
9. I agree that if I leave the employ of Old Dominion University prior to satisfying this debt I will make full payment of the outstanding balance before receiving my last paycheck. I understand that if I fail to do so, Old Dominion University may deduct the total amount owed from my final paycheck or any other amounts due to me to pay off the debt. _____ (initial)

I understand that this is a legally binding contract.

Signature

Date

Payroll Deduction Information:

The following amounts will be deducted from your paycheck for 6 pay periods depending on the meal plan you choose.

Gold 75- \$78.00

Silver 50- \$54.34 Bronze 25- \$28.34

Monarch Plus: \$_____ Designate amount you would like deducted from each check. (\$10 minimum per pay period)

Processed By: _____ Date _____ PR# _____

Audited By: _____ Date _____

Old Dominion University Card Center, 1056 Webb Center, Norfolk, VA 23529, Phone: 757-683-3508 – Fax 757-683-6450

Email: cardcenter@odu.edu, Website: www.odu.edu/cardcenter or www.odu.edu/monarchdining