

## **Faculty & Staff: Terms & Conditions**

### **DINING MEMBERSHIP CANCELLATION POLICY**

1. Members may request to cancel their Faculty & Staff Membership by e-mailing [ucfdining@ucf.edu](mailto:ucfdining@ucf.edu) and must include documentation from UCF stating that the Member is no longer employed by UCF. The Member will receive a refund for any unused meals upon confirmation of termination with UCF.

### **PAYROLL DEDUCTION**

1. Payroll deduction is only available for full-time Faculty, A&P Employees and USPS Employees. Teaching Assistants, Graduate Research Assistants and OPS Employees are not eligible for payroll deduction at this time.
2. If employment with the University terminates prior to all salary deductions being made, the balance may be deducted from any remaining compensation owed. Any balance not paid will be forwarded for collection action.

### **MEAL PLAN AND PAYMENT PROVISION**

1. In order to utilize Dining Membership privileges, the Member must present a valid UCF I.D. card at '63 South or Knightro's.
2. The Member agrees to make full payment online or in the UCF Dining Services Office upon completion of the UCF Dining Membership Agreement.
3. Full Payment is only accepted in the form of a credit card and is subject to Orange County sales tax equal to six- and one-half percent (6.5%) of the total membership value.
4. All Dining Memberships will be activated 1 business day after purchase. \*Members that are currently classified as UCF Students must provide a copy of their most recent pay stub for verification of employment prior to activation of their Membership.
5. Members may use their membership multiple times per day; however, only four (4) meals may be redeemed within each meal period. Three (3) meals per meal period may be used for guests of the Member, but the meals will count towards the maximum meals for each meal period.
6. Members have the option of eating their meal in the dining location or taking their meal to-go but are not permitted to do both at the same time.
7. All UCF Dining Faculty & Staff memberships will not expire.
8. Dining locations will be closed for Summer beginning on May 3, 2023, and will reopen on June 25, 2023.

9. Dining locations will be closed for Thanksgiving Break beginning on November 22, 2023, and will reopen on November 26, 2023.
10. Dining locations will be closed for Winter Break beginning on December 11, 2023, and will reopen on January 6, 2024.
11. Dining locations will be closed for Spring Break beginning on March 18, 2024, and will reopen on March 23, 2024.

UCF Dining Services reserves the right to alter services or hours of operation. Notice will be given with modified schedules posted in all dining locations and online at [www.ucfdining.com](http://www.ucfdining.com).