

**California Institute of Technology Housing Office**  
**Procedure and Policy for Requesting Off-Board Status in On-Campus Housing**

A student residing on campus (in one of the seven Student Houses) is obliged to participate in the board program which provides lunch and dinner, Monday through Friday. Under exceptional circumstances a student residing on campus be excused from lunch and/or dinner contract. To be excused, the student can petition the Housing Office, through the Contract Committee, for one of the following reasons:

**Medical:**

Students may be excused from the board program for medical problems relating to dietary restrictions extending over a term or more. **A current (within 3 months of date of application) documentation for medical exemptions from a physician is required for all requests in this category.** Items such as lab studies, X-Ray reports, medication, dietary restriction, or suggested follow-up of any medical condition(s) from student's private physician may be presented to the Health Center in support of off-board requests. All medical cases will be examined on a case by case basis. Off board requests may be granted if Dining Services is unable to accommodate the dietary restrictions.

Medical excuses must be updated at least once a year and always at the beginning of each school year.

**Religious Dietary Restrictions (e.g. Kosher):**

A letter explaining the circumstances is necessary. Please outline the specific restrictions and the foods affected by the restrictions for your religion.

A student given off-board status may bring his/her own food into the dining rooms but is not entitled to any food or beverages provided by the Food Services Contractor.

For the employees of the Athenaeum or the Coffee House, credit for meals missed as a result of shifts worked during contract meal times will be processed automatically through the Housing Office. Off-board status will not be granted.

Requests must be submitted during the first week of each term. There will be no retroactive board cancellations or credits.

As with all other aspects of life at the Institute, the honor system applies to all off board requests.

The Director of Food Services is available to assist in planning for special dietary and vegetarian needs. Additionally the Housing Office provides an outside dietician available for consultation.

**BOARD CANCELLATION REQUEST-INSTRUCTIONS**

- (1) The Student Contracts Committee will hear all requests for cancellation. Please consult your food committee representative or the food committee chair for meeting dates, times and location. Attending the hearing of your case is helpful, but not required.  
  
The Committee will make recommendations to the Director of Housing. While the recommendations are not binding, it is the intention of the Housing Office to honor all recommendations where procedural error has not been made.
- (2) Applications should be picked up from your Housing Food Representative and filled out immediately. Please consult with your Food Representative. All completed applications should be returned to your house Food Representative or the Food Chair Person.
- (3) To expedite your request, it is helpful to have medical verification from a doctor and Health Services for medical reasons. All other reasons should be clearly stated. The intent of having you over-prepared is to expedite the process so that a decision can be made immediately without requiring you to get further documentation.
- (4) Your Food Representative will inform you of the outcome as soon as one has been determined.

**BOARD PROGRAM EXEMPTION APPLICATION FORM  
ON-CAMPUS / AVERY RESIDENTS**

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(last) (first)

UID # \_\_\_\_\_ Mail Box # \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

House/Room \_\_\_\_\_ Class: Fr.  So.  Jr.  Sr.

Phone # \_\_\_\_\_

Request to cancel:  Lunch  Dinner  Full Board

Reapplying from previous year:  Yes  No

Term(s) you are applying for:  First  Second  Third

Reason for applying: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(attach separate sheet if needed)

**All medical exemptions require current documentation from a physician**

**\*FOR STUDENT CONTRACT COMMITTEE USE\***

Committee notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Approved**

Effective: \_\_\_\_\_ through \_\_\_\_\_ or  permanent  
(date/meal) (date/meal)

**Denied**

**Further action required**

\_\_\_\_\_  
Signature of Contract Committee

\_\_\_\_\_  
Date

\*\*\*\*\*

\_\_\_\_\_  
Representative  
Dining Services

\_\_\_\_\_  
Date

Notes/Attachments: \_\_\_\_\_

\_\_\_\_\_