

# **Meal-a-day Special Project: Process and Criteria for Provision of meals**

## **1. Role-Players**

Campus Health Services, Financial Aid, Student Accounts and Catering Services.

## **2. Process**

- a. The distribution of a Meal-a-Day to qualifying students will be done through Campus Health Services in conjunction with Catering Services.
- b. Any student wishing to benefit from this special Meal-a-Day scheme during the examination period, needs to register with Campus Health Services on the campus where they are located or where their examinations are written. Campus Health will take down the details of the students who wish to participate (name, student number, the campus where they wish to obtain the meal from and any other relevant details). An Excel spreadsheet of this information will be sent to Financial Aid for verification.
- c. Financial Aid will verify the list from Campus Health Services to check if they are not receiving a bursary or allowances through free higher education and then send a verified list of the qualifying students back to Campus Health Services. After adjusting their records accordingly, Campus Health will forward the updated list to Student Accounts for the loading of funds.
- d. Student Accounts will monitor the disbursement of funds via the Meal Management System (MMS) to ensure that expenditure stays within the available budget.
- e. Students will have meal credits for five days loaded on their student cards by means of the MMS. This will enable them to swipe their card at a residence cafeteria or other food outlet on the campus of their choice to receive one meal a day for five days.
- f. After five days, students who still have exams to write can renew their credits through Campus Health Services.

## **3. Criteria:**

- a. Only those students who are unfunded (i.e. who do not already have meal allowances through a bursary or free higher education) will be considered.
- b. Qualifying students will receive a Meal-a-Day up to and including the date of their last examination.
- c. Meals provided are subject to availability of funds for this special project.