Use this form to obtain Dining Dollars or a Meal Plan for one or many individuals, but only for those that are Non-Matriculated.

If you have questions about whether Dining Dollars/Meal Plan should be awarded, please contact Scholarship Administration.

Chartwells' contact information is also provided:

A. Form Questions

Bold type indicates a required field. Other fields are to be completed only if applicable to current order.

1. Note that the Semester, Plan Type and Department fields each have a dropdown menu.

2. If the applicable department is not listed in the dropdown, select Other Department and type the department name in the field provided.
Form Questions (cont.)

1. **Purpose.** Explain why Dining Dollars/Meal Plan are being provided for the individual(s).

2. **Matriculated Student.** Accurately report the matriculated status of the recipient(s), as the workflow of the order will be altered accordingly.

   Check Yes if the recipient is enrolled at the University of Utah, and the order will be sent to Scholarship Administration for approval.

   Check No if the recipient is not enrolled as a student at the University of Utah.

3. **Scholarship Admin.** Indicate whether you have provided this data for Scholarship Administration.

   ![Form Questions](chart)

   - **Semester**
   - **Academic Year**
   - **Plan Type**
   - **Department**
     - **Other Department**
   - **Purpose**
   - **Quote / Invoice (If Applicable)**
   - **Matriculated Student**
   - **Have you entered this data into Scholarship Admin?**

B. **Add Recipients**

Add the name and UID for each recipient. Also indicate the dollar amount being rewarded for each individual.

![Scholarship](chart)
C. Add and go to Cart

Find the Available Actions dropdown in the upper right corner of the form. Select Add and go to Cart, and click Go.

![Available Actions dropdown with Add and go to Cart selected]

D. Complete transaction as with any UShop order