

UMBC Retriever Card Center

Faculty/Staff Meal Plan Terms and Conditions

Academic Year: 2025-2026

Revised: May 13, 2025

Section I: Overview

UMBC Faculty/Staff Meal Plans are administered by the UMBC Retriever Card Center (RCC). The UMBC Retriever Card serves as your official university ID card and is used to access Faculty/Staff Meal Plans, as well as the various funds that may be placed on your card account for dining and other purposes. UMBC Faculty/Staff Meal Plans are issued as blocks containing a specific number of meals that may be used at the on-campus dining facilities. Current Faculty/Staff Meal Plan offerings are as follows:

| Meal Plan | Price | Payroll Deduction Eligibility |
|-------------------------|-------|-------------------------------|
| Faculty/Staff 10 Block | \$95 | No |
| Faculty/Staff 40 Block | \$328 | No |
| Faculty/Staff 70 Block | \$552 | Yes |
| Faculty/Staff 100 Block | \$761 | Yes |

Future changes in the Faculty/Staff Meal Plan Terms and Conditions will apply to all active plans at that time and will supersede the Terms and Conditions in effect at the time the plan was purchased. The Retriever Card Center may – at its sole discretion – review and authorize exceptions in accordance with internal guidelines.

Section II: Usage

The Faculty/Staff Meal Plans may be used at any on-campus dining location operated by the currently contracted Dining Services vendor (Chartwells), including True Grit's, Skylight Room, or any retail dining operation. Multiple Faculty/Staff Meal Plans may be purchased and meals from a purchased plan may be used to purchase food for friends, family, or guests. Rules governing the use and availability of meals vary between venues as detailed below:

True Grit's

True Grit's is the main all-you-care-to-eat dining hall at UMBC serving breakfast, lunch/brunch, and dinner meals. The cost of entry is one meal swipe. Multiple meal swipes may be used during a serving period providing planholders with the ability to enter the facility more than once during a serving period and to invite guests to dine with them.

Skylight Room

Located on the third floor of The Commons, the Skylight Room offers unique views of the campus as well as a more elevated dining experience. The cost of entry is one meal swipe plus a \$5 upcharge payable by cash, credit card, or Retriever Dollars. Multiple meal swipes may not be used during a serving period and planholders may not use an additional meal swipe to cover the \$5 upcharge.

Retail Operations

All other dining locations in The Commons, A.O.K Library, University Center, and Administration Building are designated as Retail (a la carte) operations. Faculty/Staff Meal Plans may be used at any Retail operation by way of purchasing the venue's meal deal, or using the meal equivalency towards the purchase. Multiple meal swipes may be used during a serving period providing planholders with the ability to enter the facility more than once during a serving period and to invite guests to dine with them.

Meal Deal

Many Retail operations offer a meal deal which is a predetermined offering consisting of an entrée, side, and beverage, for the cost of one meal swipe. Meal deals may not be modified or altered.

Meal Equivalency

When any number or combination of items is purchased outside of the venue's meal deal offering, a meal equivalency value of \$8.55 is applied to the purchase. Any remaining balance may be paid with a subsequent meal swipe, cash, credit card, Retriever Dollars, or Chartwells Rewards.

Section III: Availability, Cancellation, and Expiration

Faculty/Staff Meal Plans are valid and accepted year-round and throughout the duration of the planholders employment at UMBC. Faculty/Staff Meal Plans may not be canceled once the purchase is complete, regardless of purchase method. All Faculty/Staff Meal Plans are non-refundable and non-transferable, and expire only upon one of the following conditions:

| | |
|--------------------|---|
| Separation: | Voluntary or involuntary separation from UMBC |
| Inactivity: | After five (5) years of plan inactivity |
| Depletion: | Once all meals have been exhausted |

Section IV: Meal Plan Purchases

Faculty/Staff Meal Plans may be purchased by any Faculty, Staff, or Graduate Assistant who is actively employed at UMBC. Undergraduate Students and Graduate Students not holding a Graduate Assistant appointment are not eligible to purchase Faculty/Staff Meal Plans. Purchase options include credit card, personal check, Retriever Dollars, or payroll deduction.

Credit Card: Any Faculty/Staff Meal Plan may be purchased by credit card through the [Chartwells Dine on Campus website](#). The selected meal plan will be made available on the UMBC Retriever Card within 1-2 business days of the purchase.

Personal Check & Retriever Dollars: Any Faculty/Staff Meal Plan may be purchased with a personal check or with Retriever Dollars through the UMBC Retriever Card Center. Purchases must be substantiated with the submission of a written request via [RT Ticket](#). When submitting a written

request, include the desired meal plan and payment method (personal check or Retriever Dollars). Once the request is received, a Retriever Card Center representative will assist with finalizing the purchase.

Payroll Deduction: See Section V below.

Section V: Payroll Deduction

Available only for the Faculty/Staff 70 and Faculty/Staff 100 Meal Plans, payroll deduction is offered to any interested Faculty, Staff, or Graduate Assistant. Payroll deduction is conducted on a predetermined 20-pay schedule, beginning with the first paycheck of the Fall semester, and ending with the last paycheck of the Spring semester. To ensure enrollment in standard deductions over 20-pays, enrollment forms must be submitted by the specified deadline as posted on the [Retriever Card Center website](#). Faculty/Staff Meal Plans purchased through payroll deduction before the Fall semester begins will not be available for use until the first day of classes as outlined in the [academic calendar](#) for the applicable term.

Faculty/Staff Meal Plan Payroll Deduction Enrollment Forms submitted after the standard deduction enrollment deadline will be processed based on the posted Prorated Enrollment Schedule to allow the opportunity for continuous enrollment throughout the academic year. Faculty/Staff Meal Plans purchased through payroll deduction after the standard deduction enrollment deadline will be available within 1-2 business days once the enrollment has been confirmed.

Regardless of when an enrollment form is submitted, a representative from the Retriever Card Center will contact the requestor by email to confirm enrollment within 1-2 business days of receiving the enrollment form. As noted in Section IV, Faculty/Staff Meal Plans may not be canceled once the purchase is complete. Likewise, Payroll Deduction cannot be canceled once confirmed and initiated. Only one plan may be purchased per academic year through payroll deduction. Additional plans may be purchased, if desired, with credit card, check, or Retriever Dollars as noted in Section IV.

All deductions are taken on a post-tax basis. All necessary hiring paperwork must be fully completed and processed, and the Retriever Card Center's source documentation for determining current employment status must reflect active employment before enrollment in payroll deduction can be authorized.

The Faculty/Staff Meal Plan Payroll Deduction Enrollment Form, enrollment deadline, and Prorated Enrollment Schedule may be found on the [Retriever Card Center website](#).

Section VI: Benefits

Purchasing a Faculty/Staff Meal Plan provides cost-saving, time, and convenience benefits. All Faculty, Staff, and Graduate Assistants purchasing a Faculty/Staff Meal Plan will earn 2% of the purchase amount in Chartwells Rewards. The Chartwells Rewards are deposited into a separate account on the Retriever Card and may be used at any Dining Services venue.

Faculty/Staff Meal Plans provide savings up to 53% for lunch and up to 57% for dinner at True Grit's dining hall. Additionally, the Faculty/Staff Meal Plans may be used to place mobile pick-up orders through the Boost Mobile Ordering app allowing planholders to customize orders, select a desired pick-up time, and

skip the in-person line. Additional details and instructions for downloading Boost Mobile Ordering may be found on the [Chartwells Dine on Campus website](#).

Section VII: Contact and Support

Online Support – Faculty/Staff Meal Plan Information and Pricing

Please [visit our website](#) for details regarding current Faculty/Staff Meal Plan options, pricing, and more.

Online Support – General Inquiries

Questions or concerns regarding Faculty/Staff Meal Plans may be submitted by [clicking here](#), or following the instructions below:

- Navigate to campuscard.umbc.edu
- Select 'Support'
- Select 'General Inquiries'
- Sign-in using your UMBC credentials and complete all appropriate boxes
- Select 'Submit'

A Retriever Card Center representative will respond to your inquiry within 1-2 business days.

Address and Hours of Operation

Front Counter Operations: Monday – Friday, 8:30 AM – 4:00 PM

Office Hours: Monday – Friday, 8:00 AM – 4:30 PM

Telephone: 443-612-2273

Fax: 410-455-8622

Mailing Address: UMBC Retriever Card Center
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