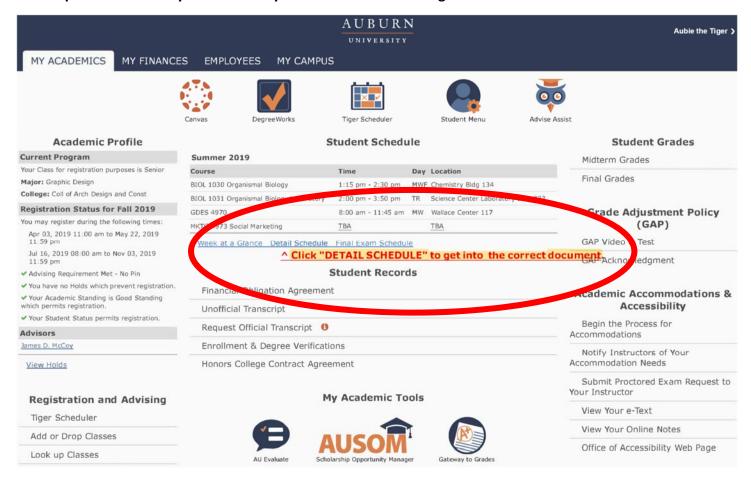# Online Dining Accommodations Request Process

Away From Campus Dining Accommodations:

Includes: Internships, Distance Learning Only, Online, Auburn Abroad, and Co-op

PLEASE NOTE: ALL REQUESTS MUST BE SUBMITTED BY THE 10TH CLASS DAY.
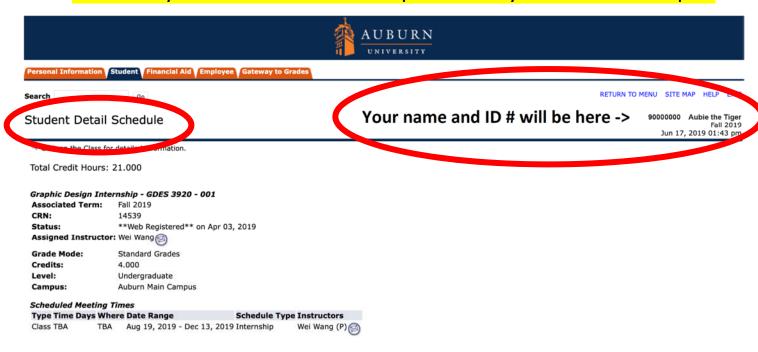
1. Log into your AU Access account, you'll need to save a copy of your Detail Schedule to complete the process. You may do this from your AU Access Home Page:
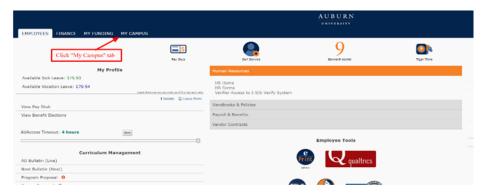

2. Select the current semester – for which you are requesting accommodation (these may not be requested retroactively) and are due by the 10th class day of each semester.

3. **Your Detail Schedule will look like this – with your name and ID # in the upper right corner. Take a screenshot of your Detail Schedule and save as a .pdf to attach to your Accommodation Request:**
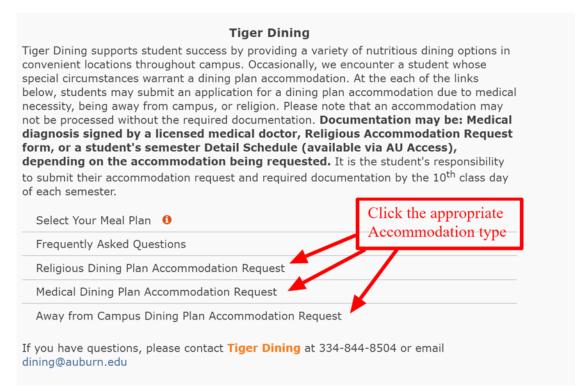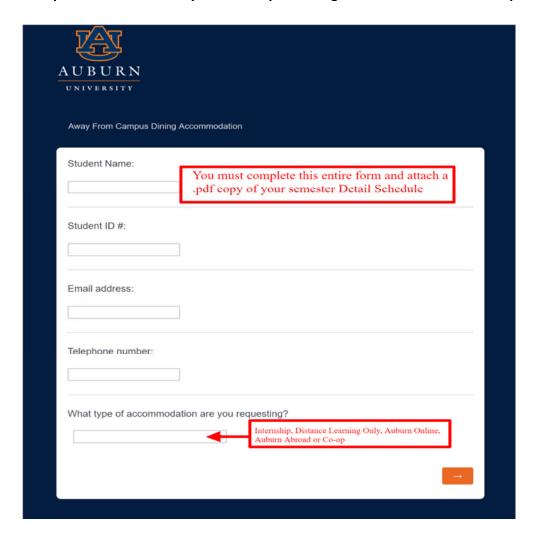

4. **Then click the AU Access "My Campus" tab:**

5. **Be sure to read the instructions carefully and ensure you have your .pdf Detail Schedule ready to go. We cannot process incomplete requests or requests without documentation.**
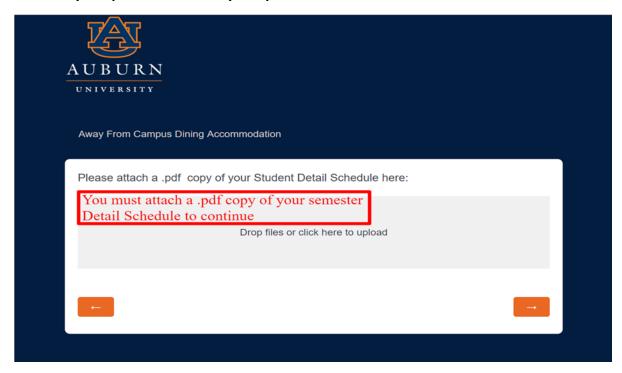
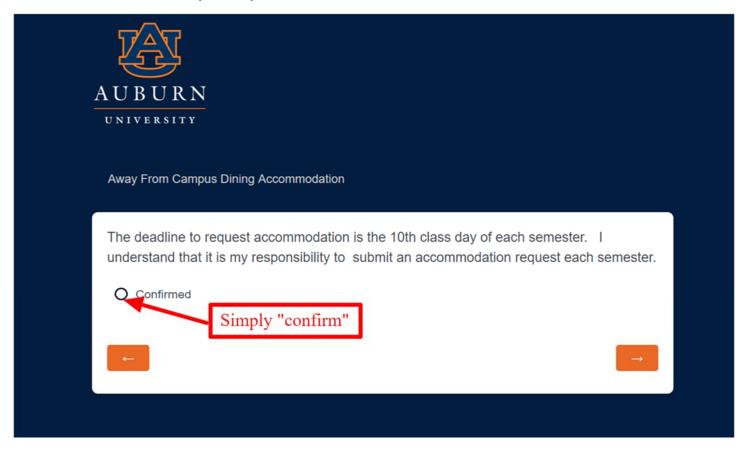6. **Click on the "Away from Campus Dining Plan Accommodation Request" link:**

Tiger Dining

Tiger Dining supports student success by providing a variety of nutritious dining options in convenient locations throughout campus. Occasionally, we encounter a student whose special circumstances warrant a dining plan accommodation. At the each of the links below, students may submit an application for a dining plan accommodation due to medical necessity, being away from campus, or religion. Please note that an accommodation may not be processed without the required documentation. **Documentation may be: Medical diagnosis signed by a licensed medical doctor, Religious Accommodation Request form, or a student's semester Detail Schedule (available via AU Access), depending on the accommodation being requested.** It is the student's responsibility to submit their accommodation request and required documentation by the 10th class day of each semester.

Select Your Meal Plan ⓘ

Frequently Asked Questions

Religious Dining Plan Accommodation Request

Medical Dining Plan Accommodation Request

Away from Campus Dining Plan Accommodation Request

Click the appropriate Accommodation type

If you have questions, please contact **Tiger Dining** at 334-844-8504 or email dining@auburn.edu

7. **Complete the entire Away From Campus Dining Plan Accommodation Request:**

AUBURN
UNIVERSITY

Away From Campus Dining Accommodation

Student Name:

You must complete this entire form and attach a .pdf copy of your semester Detail Schedule

Student ID #:

Email address:

Telephone number:

What type of accommodation are you requesting?

Internship, Distance Learning Only, Auburn Online, Auburn Abroad or Co-op

8. **Make sure you upload and attach your .pdf Detail Schedule here:**

9. **Confirm and submit your request. You will see this screen:**

10. You will see this when you're done. Watch your eBill activity for an adjustment. We try to complete account adjustments within the first 15 class days.

Away From Campus Dining Accommodation

Thank you for submitting your Dining Plan Accommodation request.   If you have provided all required documentation by the deadline, your request will be reviewed for accommodation consideration. You will receive a confirmation email if your accommodation request is approved.

When you see this, you're done!