



ACADEMY *of* ART UNIVERSITY®

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EMPLOYEE MEAL PLAN PROGRAM

PART I: INTRODUCTION

Academy of Art University (the “University”) contracts with a third-party food service vendor (Epicurean Group) and offers meal plans to full-time and part-time Academy staff and faculty (collectively referred to as “employee(s)”). This policy does not apply to student workers. This document outlines the University rules and processes for staff and faculty meal plans. These rules, processes, and offerings may differ from those applicable to Academy students. Employees purchasing a meal plan must adhere to the rules and procedures set forth herein, as well as any applicable University policies.

PART II: ELIGIBILITY AND TERM

Meal plans are available to all active full-time and part-time Academy staff and faculty. Meal plan purchases are non-transferable and intended for use by the Employee only. Meal plan purchases are valid for the academic semester in which the purchase is made and available for use at the 620 Sutter Café during Café operating dates and hours found here: <https://www.academyart.edu/academy-life/housing-dining/student-dining/>

PART III: MEAL PLAN SELECTION AND PAYMENT

Employees may select & purchase a meal plan via the University’s Peoplesoft Student Self-Service Portal: [PS Self Service Portal](#). The full price of the meal plan must be paid to confirm the purchase. Refer to ‘**Exhibit A**’ herein for step-by-step instructions.

By purchasing a meal plan, you are accepting the terms and rules of the employee meal plan program, including the non-refundable and non-transferable policy described below in *Part IV: CANCELLATION AND CHANGES*.

There are two meal plan options available for active Academy employees. Meal plans include a specific number of meal swipes for use at the 620 Sutter Café by the employee. The cost of each plan offers a significant savings to dine at the 620 Sutter Café compared to the cost of purchasing a meal at an establishment in San Francisco.

1. **ArtU 50 Bites:** 50 meal swipes - **\$695.00** (\$13.90 per meal)
2. **ArtU 15 Bites:** 15 meal swipes - **\$225.00** (\$15.00 per meal)

You may purchase more than one meal plan during the respective semester. For example, an employee may decide to purchase the ArtU 15 Bites plan first and after using all 15 meal swipes by mid-semester decide to purchase another ArtU 15 Bites, to be used by the last meal service of that semester.

Want to taste before you commit? Feel free to stop by the 620 Sutter Café during operating hours and pay via debit, credit, or cash App at the following price per meal:

Breakfast: \$10.95 plus tax **Lunch & Brunch:** \$15.95 plus tax **Dinner:** \$17.95 plus tax

PART IV: CANCELLATION AND CHANGES

Employee meal plan purchases are non-refundable and non-transferable. Unused meal swipes expire after the last meal service for the respective semester and will not be refunded or rolled over to a future semester. When employment ends for any reason, employees have until their last day of work, or the last meal service for the respective semester, whichever comes first, to use the meal swipes.

Once purchased, there will be no prorations or adjustments made to the meal plan cost or the meal swipes for any reason, including but not limited to, a leave of absence, separation of employment, furlough, relocation, or job change.

PART V: USE OF MEAL PLANS

After payment within PeopleSoft, the plan will be activated within 24 hours. Head to the 620 Café during operating hours, located on the 2nd floor at 620 Sutter St. San Francisco, and ask for Oscar Garro, General Manager for Epicurean. You will need your ArtU Employee ID badge to access the building. Epicurean will provide Employees with a meal plan card and mobile App access to be used for your meal plan swipes at the Café. You will receive an email from **MyKidsSpending** to your Academy email account with [instructions to setup the meal plan App](#) on your mobile phone to be used to order head, check menus, and track your meal plan swipe balance.

Meal swipes can be used for breakfast, lunch, weekend brunch, and dinner service during [Café hours](#). One meal swipe is used for each meal service. Purchased meal swipes will be available for use beginning the first meal service of the respective semester through the last meal service of the respective semester until all swipes are used or until the employee no longer works for the Academy, whichever comes first.

PART VI: LIMITATION OF LIABILITY AND NON-GUARANTEE OF SERVICE

The University does not guarantee uninterrupted dining services and shall not be held liable for circumstances beyond its control, including but not limited to facility closures, vendor changes, or emergency situations. No refunds or credits will be issued for service interruptions unless otherwise determined by the University at its sole discretion.

PART VII: MODIFICATION OR TERMINATION

This program and offerings may be modified or discontinued at any time, with or without notice, at the discretion of Academy of Art University. The University and the third-party food service provider reserve the right to modify dining hours, service locations, meal options, or vendors at any time.

PART VIII: ACKNOWLEDGEMENT

By purchasing a meal plan, employee affirms that they have read, understood, and agree to all terms outlined herein. Questions regarding employee meal plans can be directed to: Ttoler@academyart.edu or HR@academyart.edu.

EXHIBIT A: Employee Meal Plan Payment via Peoplesoft Self Service Portal

Complete the following 9 steps in PeopleSoft to purchase an Employee Meal Plan with Epicurean for the 620 Café. ***Troubles with access or payment processing? Call Accounts Receivable 415-618-6428.***

Step 1: Login to PeopleSoft

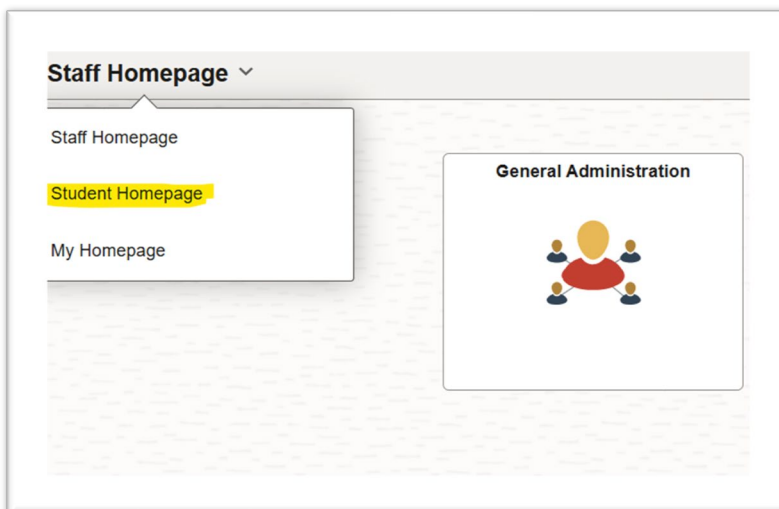
- You'll need your ArtU single-sign-on credentials to login.
- Go to PeopleSoft Self Service Portal & login:
https://csportal.academyart.edu/psc/AAUP1PS/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL



Step 2: Navigate to Student Home Page

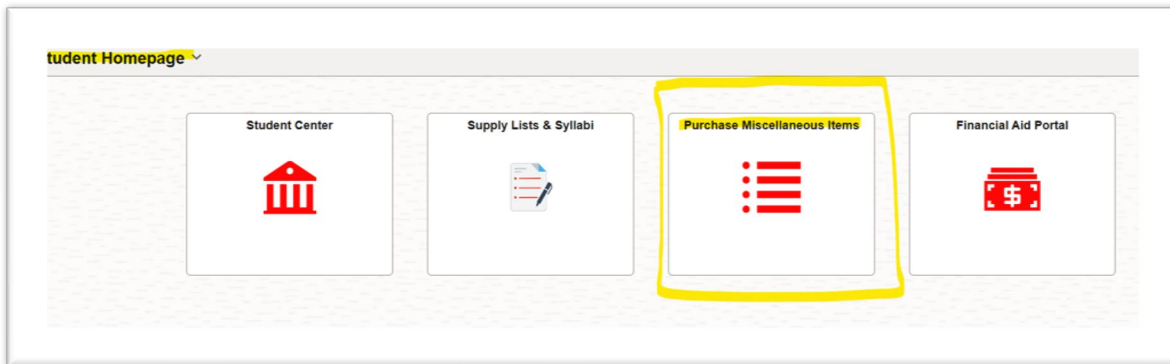
Note: If your landing page in PS is the blue "classic home" view, select the "Home" option at the top right side to get to the correct landing page.

- Once you are logged into PS, at the top left, select the "**Student Homepage**" from the dropdown menu if you are not already there.



Step 3: Select “Purchase Miscellaneous Items”

- Once you are at the **Student Homepage** select the box labeled “Purchase Miscellaneous Items”



Step 4: Select the “Academy of Art -Housing” Campus

- From the campus menu dropdown box, select “Academy of Art -Housing”, and then click the “Next” button.

A screenshot of a web form titled 'Purchase Items'. At the top right of the form, there is a progress indicator with six numbered boxes (1 through 6); box 1 is highlighted in blue. Below the title, the section is labeled '1. Select Campus'. The text below this label reads: 'Choose the Campus from which you wish to make your purchases. Select the NEXT push button.' Below this text is a dropdown menu labeled 'Campus' with the text 'Academy of Art - Housing' selected. At the bottom right of the form, there are two buttons: a light orange 'Cancel' button and a yellow 'Next' button, which is highlighted with a yellow border.

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Step 5: Select the Meal Plan(s) for Purchase

- In the box under “**Quantity**” enter the number of meal plans you wish to purchase for the ArtU 15 Bites and/or ArtU 50 Bites plan. For example, if you wish to purchase one (1) ArtU 50 Bites plan, enter “1” in the box in row 2.
- Click the “**Calculate Total**” button to calculate the total cost to be paid. You can still change your selection if needed before moving forward.
- Click the “**Next**” button to move to the payment screen.

2. Select Items

Enter the quantity for the items you wish to purchase. Use the calculate total push button to calculate the total amount of your purchase. Select NEXT to confirm your purchases.

	Available Items	Unit Price	Quantity	Item Total
1	ArtU 15 Bites	225.00		0.00
2	ArtU 50 Bites	695.00	1	695.00
3	Campus Dining Total			695.00

Currency used is US Dollar. **Total** 695.00

Step 6: Confirm Order

- Review your order to ensure it is correct before payment. Click “**Next**” to move forward, or “**Previous**” to go back for correction.

Purchase Items 1 2 3 4 5 6

3. Confirm Order

Verify the amount and total of the items you have selected for purchase. If correct, select the NEXT push button. If you wish to make changes, select the PREVIOUS push button.

Selected Items	Term	Unit Price	Quantity	Item Total
ArtU 50 Bites		695.00	1	695.00

Currency used is US Dollar. **Total** 695.00

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Step 7: Enter Payment Details

- On this page you will enter your credit card information to complete the payment process.
- Select the radio button labeled **“No, do not save my information”** so your credit card information is not saved in the Peoplesoft system.
- In the next area enter your **name and credit card information** in the designated boxes.
- In the next area enter your **phone and email address**.
- You may also need to **“Edit Address”** if the Peoplesoft system displays an incorrect address. This address must match the billing address for your credit card. If not, the credit card purchase may not be successful.
- Once you have entered everything correctly on this page click the **“Next”** button.

Purchase Items 1 2 3 4 5 6

I. Specify Payment Details

Do you wish to save your credit card information to a payment profile for future use?

☐ Yes, save my information ☒ **No, do not save my information**

Payment Profile (example: My Credit Card)

Credit Card Details

Enter the information requested exactly as it appears on your credit card.

First Name

Last Name

Credit Card Type

Card Number

Expiration Date /

Security Code [What is a Security Code?](#)

The billing address you specify must match your credit card company's records.

Phone

Email Address

Country [Edit Address](#)

Address

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Step 8: Confirm Payment & Complete Order

- On this page you will review the information you entered and if everything is accurate click the “**Submit**” button to complete your order payment.
- If anything is inaccurate, select the appropriate option (Change Selections or Change Payment Details) to make the update.

Confirm Payment

the following information is accurate, select the Submit button.

Purchase Summary

Total Items	225.00	Change Selections
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Currency used is US Dollar.

Description	Term	Unit Price	Quantity	Item Total
ArtU 15 Bites		225.00	1	225.00

First Name

Last Name

Credit Card Type

Card Number

Card Expiration Month

Telephone

Email Address

Country

Address

[Cancel](#) [Previous](#) [Submit](#) [Change Payment Details](#)

Step 9: Payment Confirmation

- On this page you will see the confirmation for your payment. This is the final step. You may want to print this page for your records.

Purchase Items 1 2 3 4 5 6

i. Payment Result

✓ Your payment has been accepted. Save the following information for your reference.

Confirmation Details

Reference Number	Total Purchase 225.00
Credit Card Number	Transaction Date 09/03/2025
	Transaction Status Successfully Posted

Currency used is US Dollar.

Description	Term	Unit Price	Quantity	Item Total
ArtU 15 Bites		225.00	1	225.00

[Make another purchase](#)

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