

Payment for the meal plan is always due on or before the 1st of each month, and is separate from your rent payments to Student Housing and Hospitality Services. Each month, the Green College Dining Society (GCDS) Bookkeeper will email you an invoice for the monthly meal plan. The invoices are emailed around the 3rd week of each month, and charge for the meal plan for the following month.

There are four ways you can pay your monthly fees to the GCDS, in order of preference.

(1) Pre-authorized debit option (preferred):

You may complete the pre-authorized debit (PAD) form and submit it to GCDS bookkeeper via the Green College office. Each month, the meal plan will be debited from your bank account, less any reductions through the Membership Fee Reduction and/or discounted months.

(2) Interac E-transfer

You may send an Interac E-Transfer. Through your bank, send payment to payment@gcdining.ca. Note that this email is solely for receiving payments and is not used for general correspondence; questions about your invoice and payment should be directed to bookkeeper@gcdining.ca. Transaction fees may apply – check with your bank.

(3) Cheque or Money Order in the drop-box:

- Each Cheque or Money Order should be:
 - Payable to the "Green College Dining Society".
 - Include the invoice number and your name on the memo line or back of the cheque. Money Orders for example don't generally have your name anywhere on them and when the bookkeeper receives it they'll have no idea who it's for.
- Drop **cheque or money order into the drop-box in the Great Hall, Graham House**. The drop-box is located near the cutlery.
- Post-dated cheques are accepted.
- **DO NOT PUT CASH in the drop-box**. Cash is not accepted.

(4) Payment by Credit or Debit Card at the Servery during the Dinner Service

You may also pay your fees each month at *dinner* at the Servery counter by debit or credit card (no cash). You must bring a *printed copy* of your invoice; kindly keep the terminal receipt for your records.

Please note that the Servery is a very busy place especially between 7-7:30. If you must use a debit or credit card, we ask that you arrive early during the service and/or pay before the 1st of the month. Please also note that there are often daily and transactional limits on debit and credit cards. Please check with your bank/card issuer on these limits to save yourself embarrassment.

Questions? If you have any questions about your invoice, please contact the GCDS bookkeeper at bookkeeper@gcdining.ca. Please note that they are only in the office once a week (Mondays), so if your question is time-sensitive please speak with a serving executive of the GCDS.