

REQUEST FOR PROPOSALS

Food Service Provider

Vermont State Colleges System d/b/a Vermont State University

ISSUED BY

Vermont State Colleges System d/b/a Vermont State University

APPLICATION DEADLINE

May 5th, 2025, 3:00 pm Eastern Time

APPLICATION INSTRUCTIONS

Email PDF versions of all documents to Michael.Stevens@vsc.edu by the deadline, using the following naming convention:

- **Email Subject Line:** RFP Food Service Provider
- **Organization Approach and Personnel Qualifications:** Applicant_Name_RFP_Food Service Provider_Qualifications.pdf
- **References:** Applicant_Name_RFP_Food Service Provider_References.pdf
- **Fee Proposal:** Applicant_Name_RFP_Food Service Provider_Fees.pdf

QUESTIONS REGARDING THE RFP

Questions regarding this RFP may be directed to at Michael.Stevens@vsc.edu. For the fastest response please enter **Food Service Provider RFP Question** in the subject line of your message. All questions must be submitted by April 24th, 4:00pm ET. Answers will be provided by April 28th, 3:00pm ET, and will be available on www.vsc.edu/rfps.

MANDATORY PRE-BID SITE VISIT

A mandatory pre-bid site visit held at each campus is required for any location(s), in which an applicant will bid. The times and dates of the mandatory pre-bid site visit(s) are as follows:

April 16th, 2025, 9:00 am Morey Dinning Hall 41 Morey Dr, Randolph Center, VT 05061
Review Campus Center location after

April 16th, 2025, 11:30 am Killington Learning Site 63 Weathervane Dr, Killington, VT 05751

April 16th, 2025, 1:00 pm Huden Dinning Hall 225 University Dr, Castleton, VT 05735
Review of Fireside Longe location after
Review Coffee Cottage location after

April 17th, 2025, 9:00 am 141 Lawence Pl, Williston, VT 05495

April 17th, 2025, 11:00 am Stearns Dinning Hall 457 College Hill, Johnson VT 05656
Review of Common Grounds location after

April 17th, 2025, 2:00 pm Stevens Dinning Hall 1186 McGoff Hill, Lyndonville, VT 05851
Review Hornets Nest location after

Please call 1 (802) 316-6702 on the day of the site visits if you are having any trouble finding us.

Table of Contents

OVERVIEW	3
VERMONT STATE COLLEGES SYSTEM OVERVIEW	3
INTRODUCTION	3
INFORMATION AND OBJECTIVES	4
SCOPE OF SERVICES	6
EXCLUSIONS AND EXCEPTIONS.....	7
SCHEDULE	7
SUBMISSION REQUIREMENTS.....	8
EVALUATION.....	9
SELECTION PROCESS.....	10
EVALUATION CRITERIA	10
SCORING	11
METHOD OF AWARD	11
GENERAL CONDITIONS	11
CONFIDENTIALITY	12

OVERVIEW

Vermont State Colleges System d/b/a Vermont State University is seeking a qualified Food Service Provider to serve the diverse dining services needs of the six student residential sites. The Request For Proposal (RFP) process will result in the award of a contract for the dining services operations for one, or more, Vermont State University campus locations in Castleton, Johnson, Lyndon, Randolph and Williston, as well as one student residential site located in Killington, VT.

VERMONT STATE COLLEGES SYSTEM OVERVIEW

The VSCS has undergone a significant transformation, with the guidance of the Governor, Legislature, the Board of Trustees, and the State's Select Committee on the Future of Public Higher Education in Vermont. The VSCS began working on internal transformation in summer 2020 with the VSCS Forward Task Force and several institutional tasks forces including NVU Strong and VTC's Transformation Advisory Team. Transformation resulted in the formation of Vermont State University in 2023, which represented the merger of VSCS legacy institutions - Castleton University, Northern Vermont University and Vermont Technical College.

The [Vermont State Colleges System](#) (VSCS) is comprised of two member institutions – [Community College of Vermont](#) (CCV) and Vermont State University (VTSU). The system educates over ten thousand Vermonters and non-Vermonters each year, employs over three thousand Vermonters, and in Spring 2020, graduated over eighteen hundred Vermonters and out-of-state students into the workforce with certificates and degrees.¹

¹[VSCS Sourcebooks](#) as well as [Board & Committee Meeting Materials and Minutes](#) are available on the System's website.

INTRODUCTION

Vermont State University (VTSU) is a new institution on the landscape of higher education. We are focused on building a model that enables us to provide a high-quality education that prepares all students for the dynamic world ahead. Most of the world of higher education has been a fully on campus experience. Other models have come, and some have gone that deliver all curriculum remotely. We are committed to meeting our students' needs by blending and hybridizing these deliverables through the use of technology to meet every student where they are at. Supporting their various and unique circumstances to provide them all with the best possible outcomes.

We are seeking a food service provider/s that can partner with us to support this vision. The selected applicants must show that they can support our students' dietary needs and contribute to a vibrant campus community at our 5 primary campus locations and one remote learning site. Our current state of operation consists of traditional dining halls and ancillary prep and

sales facilities at four (4) campus locations, a fifth primarily commuter campus with a current residential capacity of 50 students and one remote learning site that houses and feeds approximately 40 students in its current site-specific program.

Applicants need to demonstrate their ability and willingness to provide for the various needs of our unique geographically distinct locations. We encourage proposals that include innovative technologies and strategies to provide greater convenience and affordability that increases student, faculty, staff, and outside partners' use of these food services.

We are particularly interested in providing flexible and affordable options to those who dine on campus regularly, while also ensuring that our dining program recognizes the vastly different populations and number of diners on each campus. You should consider the tastes and needs of the College's diverse population, including customers with vegetarian, vegan, gluten-sensitive, allergen sensitivities, religious, medical and other dietary needs.

INFORMATION AND OBJECTIVES

The objective is to provide our community with a full range of fresh, nutritious, convenient and affordable food services.

Our campuses currently offer several physical locations for the various food service options at our six unique settings. We will visit all campuses and review the locations that have previously provided components of the food service programs. Applicants are expected to evaluate the options and provide proposals that include an Overall Food Service Plan that meet our defined objectives.

Our primary customers are our students, faculty and staff but our outside partners are frequent customers throughout the year at the Castleton, Johnson, Lyndon and Randolph locations. There will be an effort to attract more of this to our Williston campus in the future. Our outside partners run groups of all ages that vary from being a single meeting with simple catering to groups that stay a week or more and require 3 meals a day on campus. **Exhibit A**, or Academic Year Calendar for 2025/2026 is provided to help applicants better understand our various cycles. Additionally, applicants should understand that our four primary residential campuses; Castleton, Johnson, Lyndon, and Randolph start transitioning back to the Academic Year populations two weeks prior to the beginning of the Fall semester. At this time, student athletes, student worker support staff and various other individuals return to campus. It is at this time that we expect the awarded applicant to transition from off-season offerings to Academic Year services.

Please refer to **Exhibit B** to understand the current volume of foods service provided at the various campuses. Different campuses currently have different food services locations and offerings which include dine-in buffet, made-to order options, self-serve build your own stations, premade/prepackaged point of sales offering and various catering needs.

The intent is to allow applicants to offer proposals on all, one or any combination of campuses. This is an intentional move to increase the potential for proposals to have new and creative

approaches to these services. We are encouraging creative and technically driven proposals that provide high quality food products, but control operational cost which result in a great value/product profile. This is similar to the new and fresh way Vermont State University is approaching the business of education. This approach is intended to create a competitive environment but is not intended to be restrictive. Feel free to offer partnership and or programs that can diversify food offerings and keep fresh food services evolving through the semesters and years ahead.

Applicants should recognize the significant differences between residential and commuter student populations across the campus locations, the selected applicant should provide the best suitable options to support dining needs within economies of scale. It is anticipated that the selected applicant will select different mechanisms to deliver on the above scope of service, for example:

1. Campus A: Breakfast, lunch and dinner provided by a typical dining hall/buffet style solution.
2. Campus B: Continental breakfast and made to order lunch and dinner options.
3. Campus C: Made to order options through café style dining,
4. Campus D: Pre-made grab and go items available through vending machines.

Vermont State University has significant interest in applicants who identify creative solutions to ensure appropriate, healthy dining options for students, recognizing the significant variance of residential students across campuses.

The current methods used to acquire food service products include cash, credit and utilization of VTSU Identification Card using the Codebar Standard. Codebar utilization will be required to ensure student, faculty and staff and acquire dining services at all campus location utilizing their VTSU Identification Cards. This does not suggest that these are the only forms of payment options that we are open to.

Applicants will be responsible for complying with all regulatory requirements. The applicant will be responsible for all sanitary practices in food storage, preparation and serving areas. Dining area sanitation will be a joint effort with the food service applicant responsible for all sanitary practices for the floor and all surfaces up to eight (8) feet above the finished floor. VTSU will be responsible for all sanitary practices eight (8) feet above the finish floor. VTSU will also provide one preventative maintenance floor surface cleaning once per year in the dining and serving areas only.

(Remainder of this page intentionally blank)

SCOPE OF SERVICES

The selected applicant will provide, at minimum, the following services at the identified locations.

Minimum Services

	Castleton	Johnson	Killington*	Lyndon	Randolph	Williston**
Minimum Services Requirements						
Provide food options breakfast, lunch and dinner option Monday -Friday for Academic year	x	x		x	x	
Provide food options breakfast, lunch and dinner option when required for Non-Academic year	x	x		x	x	
Provide food options breakfast, lunch and dinner option M-F for 40 weeks per year			x			
Provide food options for brunch and dinner Saturday-Sunday for Academic year	x	x		x	x	
Provide food options for brunch and dinner on Saturday-Sunday when required for the Non-Academic year	x	x		x	x	
Provide food options for brunch and dinner options on Saturday and Sunday for 40 weeks per year	x	x		x	x	
Provide point of sale options 52 weeks a year from 8:00am to 9:00pm	x	x		x	x	x
Provide options that allow students to use portions of their dining program at other local establishments	x	x		x	x	x
Provide cross campus catering 51 weeks per year	x	x		x	x	x

Minimum Services Requirements- This does not suggest a fully supported and staffed food service program for 365 days out of the calendar year. We are asking applicants to be creative and fiscally conservative when they consider how to achieve these requirements. One possible solution is for vending machines that can provide various meal options that are stocked on a regular basis.

* Killington does not have a meal card monitoring system. All students on premises are welcome to the meals when served so the total number of meals served is approximate. The program currently houses 36 individuals on the campus and the service provided can/will impact participation.

** Williston currently exists without on campus food options beyond the simple snacks found in the two vending machines. All on campus students are housed in environments with communal kitchen spaces.

Additional Services that will be required include:

1. The ability to hold, host, support and retain a liquor license.
2. The ability to utilize and support “flex point” usage with community businesses and/or as a campus point of sale for student flexibility.

Additional information related to these deliverables is included in the SERVICES REQUESTED portion of this RFP.

EXCLUSIONS AND EXCEPTIONS

1. Vermont State Colleges System d/b/a Vermont State University has an exclusive contract with Pepsi through 8/31/2026. Food Service Providers will be required to purchase related products exclusively and directly from Pepsi.
2. Vermont State Colleges System d/b/a Vermont State University reserves the right to work with any other food service provider for any items not specifically identified within this RFP.

SCHEDULE

RFP Published	April 10 th , 2025
Campus visits	April 16 th and April 17 th , 2025
Questions submitted	April 24 th , 2025
Questions answered	April 28 th , 2025
RFP proposals due	May 5 th , 2025
RFP review and short list notified	May 13 th , 2025
Interviews of short-listed applicants	May 15 th and 16 th , 2025
Notice Of Intent to Award	May 20 th , 2025
Implement Weekly Transition planning and updates	May 2025 to September 25, 2025
Food Service Delivery starts at Killington	August 1, 2025
Food Service Delivery starts at Castleton, Johnson, Randolph and Williston	August 15, 2025

(Remainder of this page intentionally blank)

SUBMISSION REQUIREMENTS

All submissions are due no later than May 5th, 2025, 3:00 pm Eastern Time

In six (6) separate documents, to be named as outlined below please provide the following:

Applicant's Experience: A document indicating highlighting the experience the applicant has to perform the services indicated.

Organizational Chart: Showing how the applicant intends to staff the plan that they are submitting upon.

Individual Experience: Documentation indicating the qualification of the individuals proposed to provide various services. Include how their roles and specific experience to the scope of services.

Overall Food Service Plan: Present a written plan to meet our primary objective to provide our various communities with a full range of fresh, nutritious, convenient and affordable food services. How does the proposal align with our core mission and committed to meeting every student where they are at and blending and hybridizing these deliverables through the use of technology to meet every student where they are at. Supporting their various and unique circumstances to provide them all with the best possible outcomes.

Responses shall also include a description of the following:

- The applicant's approach to accomplish this work.
- A comparison of the applicant's approach to the needs of VTSU.
- The applicant shall define the various sets of food service options to be offered.

*Please provide clear examples of food service items to be provided with the various food service types proposed.

Additionally, the plan should include site specific recommendations to best serve the different campus populations. Proposals should consider the days of the week, meal options offered (breakfast, lunch, dinner, brunch, late night) and deliveries styles of pre-made point of sales, continental, self-service, buffet, made to order, flex point options etc. Various options for campuses can be submitted but all submission options should tie to, and be differentiated by, the corresponding fee proposal.

Address how the applicant will support the fluctuating yearly population of the campuses including semester/winter breaks and the summer season. Populations on our four primary residential campuses; Castleton, Johnson, Lyndon and Randolph can swing on a weekly basis from twenty or less to several hundred occupants.

Applicants are also expected to submit a catering plan for all locations, in which they are bidding upon, that are identified under the Minimal Submission Requirements above. That plan should identify minimum order requirements, options, offerings and include pricing that links to the financial portion of the bid form.

All plans are to incorporate an open book monthly reporting mechanism that identified the total number of meals served at each location for each meal served that day. Total value of point of sales made at each campus, each day, per location. Total value of catering delivered each day per location.

Transition Plan: Provide a document that identifies the applicant's approach that will be taken to accomplish this work. Explain how does that approach compare to the needs of the VTSU. The Transition Plan should include a schedule that identifies all activities and dates to navigate from the award to delivering services on the dates provided herein. The plan should also account for weekly check-in meetings to review transition progress and coordinate all activities identified to enable food service delivery.

References: Provide a minimum of three references that are currently receiving services like which we are requesting withing this RFP. As part of the reference explains how the services provided to these partners are similar to the services being requested herein.

Fee Proposal: Proposals must be clearly articulated:

1. Detailed financial arrangements, including commission structures, guaranteed annual minimums, profit-sharing models, and any proposed incentives.
2. Transparent pricing models for meal plans, student plan "flex points", retail pricing strategies (including walk-in customers), catering price schedules (including camps & conferences), and mechanisms for price adjustments.
3. Capital investment commitments, including planned improvements to facilities, technology investments, and sustainability initiatives.
4. Clear demonstration of financial stability and long-term sustainability of proposed business models.

Redacted Copy: Provide a second copy of the proposal, redacting any portion of the proposal that is reasonably believed to be exempt from disclosure under the Vermont Public Records Act.

EVALUATION

Responses will be evaluated on the applicant's experience, proposed organizational chart, employees' individual experience, the overall food service plan, proposed transitions plan, references and fee proposal.

(Remainder of this page intentionally blank)

SELECTION PROCESS

The selection process will be to evaluate the proposals according to the METHOD OF AWARD below and select a short list of applicants to participate in a formal interview where they will have a chance to further explain their engagement methodology and vision for providing the services requested within. Final selection will be based on the applicant's proposals and the outcome of the aforementioned interviews.

Please Reserve the following days for interviews if you are the applicant selected:

May 16th and 17th, 2025

EVALUATION CRITERIA

Applicant's Experience: How does the proposal show that the applicant has the experience to perform the scope of services indicated?

Organizational Chart: How does the proposal show that the applicant intends to staff the plan that they are submitting upon?

Individual Experience: How do you show that the individuals who are proposed to provide various services have the prerequisite qualifications to excel in those roles?

Overall Food Service Plan: How does the proposal meet our primary objective to provide our community with a full range of fresh, nutritious, convenient and affordable food services? How does the proposal align with our core mission and commitment to meet every student where they are at while blending and hybridizing these deliveries through the use of technology. How does the applicant describe the approach that will be taken to accomplish this work? How does that approach compare to the needs of VTSU? How does the proposal show that the submitting applicants have considered the uniqueness and differing populations of the campus in their proposed daily offerings and delivery styles? How does the proposal show that the individuals and the roles in which they are proposed combined with the applicants overall experience enhances our VTSU campus communities?

Transition Plan: How does the applicant describe the approach that will be taken to accomplish this work? How does that approach compare to the needs of the VTSU? The Transition Plan should include a schedule that identifies all activities and dates to navigate from the award to delivering services on the dates provided herein. The plan should also account for weekly check-in meetings to review transition progress and coordinate all activities identified to enable food service delivery.

Fee: How does the Fee Proposal recognize economies of scale and contain costs within the food service program.

SCORING

CRITERIA	WEIGHT	MAXIMUM PONTs	WEIGHTED TOTAL
Applicant's Experience	1	10	10
Organizational Chart	1	10	10
Individual Experience	1	10	10
Overall Food Service Plan	2	10	20
Transition Plan	1.5	10	15
Fee	3.5	10	35
Total			100

METHOD OF AWARD

VSC will base the evaluation of each proposal to this RFP on its demonstrated competence, compliance, format, cost, and applicability. The purpose of this RFP is to identify those applicants having the interest, capability, logistical and financial strength to supply the VTSU with a food service program that enhances our campus communities. If the VSC does not identify a suitable applicant within the RFP process, the VSC is not obligated to award the project to any applicant.

The VSC, in its best interests, reserves the option to accept or reject any or all proposals, to accept or reject any item or combination of items therein, to waive any irregularities or informalities in any proposal or items therein, and/or to negotiate with particular applicants following the evaluation of proposals without right of recourse by other applicants. A top proposal would be assessed in the judgment of VSC as best complying with all considerations set forth in this RFP. When VSC has tentatively selected a successful proposal, VSC may engage in discussions with the applicant to formulate plans in greater detail, to clarify unclear items for either party, and/or to otherwise complete negotiations prior to formal selection.

GENERAL CONDITIONS

1. This RFP does not oblige the VSCS to accept any proposal, negotiate with any applicant, award a contract, or proceed with the project as it is outlined in this RFP
2. This RFP and the process it describes are proprietary to the VSCS and are for the sole and exclusive benefit of the corporation. No other party, including any Applicant, is granted any rights hereunder. Any response, including written documents and verbal communication, by

any Applicant to this RFP, shall become the property of the VSCS and may be subject to public disclosure as described in the Confidentiality section, below.

3. Submission of a bid indicates acceptance by the party of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Vermont State Colleges System and the chosen party selected.
4. Responses shall be binding upon the chosen party and irrevocable for up to 60 days following the close of applications.
5. From the release date of this request for proposal until award of the contract, no contact with Vermont State Colleges System personnel or board members related to this solicitation is permitted. Direct all communications to the designated contact on the first page of this request.
6. The Vermont State Colleges System reserves the right, at its discretion, to pursue actions that include but are not limited to the following::
 - a. Request additional information
 - b. Request clarification of any sections or questions in the applicant's response to this RFP
 - c. Negotiate with the chosen Applicant to include further services not identified in this RFP
 - d. Re-advertise with either an identical or a revised scope of work or cancel requirements in their entirety
 - e. Issue subsequent RFPs based on refinement of concepts proposed in response to this request
 - f. Conduct investigations of the qualifications of the Applicant as deemed appropriate
 - g. Request the Applicant modify the submitted proposal to more fully meet the needs of the Vermont State Colleges System
7. Any contract awarded will be governed by the laws of the State of Vermont and adjudicated in the exclusive jurisdiction of the courts of the State of Vermont.

CONFIDENTIALITY

The Vermont State Colleges System complies with the Vermont Public Records Act, 1 VSA § 315 *et seq.* which requires public agencies to allow any person to inspect or copy any public record upon request. Accordingly, applicants for this RFP are hereby advised that any communications, data or other information received by the Vermont State Colleges System

during the RFP process could be subject to a public records request. However, certain public records are exempt from public inspection and copying, as set forth in 1 VSA § 317(c), including, for example, those portions of a record which meet the statutory definition of a trade secret. Accordingly, if portions of the proposal should be protected from public disclosure, applicant shall submit a second copy of the proposal, from which any portion of the proposal that the applicant reasonably believes to be exempt from disclosure under the Public Records Act has been redacted. **By submitting a proposal, you indicate that you understand the requirements of this section and the potential applicability of Vermont's Public Records Act to your proposal, and that unless you provide a redacted version of your proposal at the same time you submit the proposal, you acknowledge it may be produced in response to a valid Public Records request.**

INDEMNIFICATION

The applicant shall indemnify and hold VSCS, its officers, trustees, agents, and employees free and harmless from any and all claims, liabilities, losses, actions, proceedings, suits, damages and expenses, including out-of-pocket litigation costs and reasonable legal fees, arising from or relating to the applicant's performance in response to this RFP and under any contract entered into with the successful applicant.

By submitting a proposal, and in exchange for VSCS's consideration of same, you agree on behalf of yourself, your shareholders, and your officers to be bound by the indemnification provisions of this subsection.

ASSIGNMENT

The applicant may not assign or transfer its rights or obligations under this RFP without the prior written consent of VSCS, which consent shall not be unreasonably withheld. Any assignment of the RFP agreement by the applicant without the prior written consent of VSCS shall void the RFP response from the applicant.

INSURANCE

The selected applicant will be required to provide proof of insurance as stated below. In the event you do not carry the maximums requested, you must provide written proof that you will be able to provide the maximums if awarded the contract. You shall secure, pay for, and maintain in effect the following insurance during the contract period:

- **Commercial General Liability Insurance:** The applicant shall maintain during the term of the contract, Comprehensive or Commercial General Bodily Injury and Property Damage Liability Insurance with a Combined Single Limit of not less than Twenty Million Dollars (\$20,000,000) for each occurrence, including, but not limited to Personal Injury Liability, Broad Form Property Damage Liability on the applicant's property, Blanket Contractual Liability and Products Liability, covering only the operations and activities of the applicant under the contract and shall provide Vermont State University with a certificate evidencing such policies.

The Vermont State Colleges System d/b/a Vermont State University shall be named as an additional insured on the certificate. The insurance policies shall contain covenants by the issuing company that the policies shall not be canceled without thirty (30) days' prior written notice of cancellation.

- Workers Compensation and Employers Liability Insurance: For any applicants with employees, standard workers' compensation as required by Vermont State statute and employer's liability insurance in an amount not less than \$1,000,000 per occurrence.
- Automobile Liability: For applicants who will drive on VSCS's premises, Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired, and non-owned vehicle coverage.
- Professional Liability: \$1,000,000 each claim, when applicable.

INTENT TO BID

The undersigned ("You") agrees to all provisions required in the Food Service Provider RFP dated April 10, 2025, and all applicable addenda, except those listed below. Any exemptions listed may affect the viability of your proposal.

Exceptions:

Section Reference	Reason for Exception

Company Name: _____

Signature of Authorized Representative: _____

Print Name of Authorized Representative: _____

Print Title of Authorized Representative: _____

Fall 2025

Note: 7A/7B courses are offered at the VTSU Online location and do not follow the University break schedule

Thursday, August 21	Residence hall – move in
Monday, August 25	First day of classes
Wednesday, August 27	Last day to add 1st half course Last day to add 7A courses
Friday, August 29	Last day to add full semester course without instructor permission Last day to drop 1st half course–W after today Last day to drop 7A courses — W after today Last day to withdraw with 100% refund of tuition & fees Last day to change meal plans
Monday, September 1	No classes – Labor Day
Monday, September 8	Last day to drop a class and affect billing and course load; W on transcript after today
Wednesday, September 24	Late fee applied to non-cleared student accounts
Monday, September 22	Last day to drop 7A courses without an F
Friday, September 26	Last day to drop 1st half course without an F
Monday, September 29	Last day to waive student health insurance Last day to sign up for online payment plan–must be in-person after today
Monday-Friday, October 6-10	No classes – Fall break
Sunday, October 12	End of 7A courses
Wednesday, October 15	Final Grades due for 7A courses
Monday, October 20	Start of 7B courses
Tuesday, October 21	End of 1st half classes
Wednesday, October 22	Start of 2nd half classes

	Last day to add 7B course without instructor permission
Friday, October 24	Final Grades due for 1 st half courses Last day to add 2nd half class without instructor permission Last day to drop 7B course – W after today
Monday, October 27	Registration for Spring and Summer 2026 opens
Tuesday, October 28	Last day to drop 2 nd half class – W after today
Friday, October 31	Last day to withdraw without an F (after today need medical withdrawal approval)
Monday, November 17	Last day to drop 7B course without an F
Tuesday, November 25	Last day to drop 2nd half course without an F
Monday-Friday, November 24-28	No classes – Thanksgiving break
Friday, December 12	Last day of classes
Monday, December 15	Final Exams (morning) Labs (afternoon)
Tuesday-Friday December 16-19	Final examination period
Thursday, December 25	Final Grades Due for Fall 2025 full semester and 2 nd half courses

Winter Session 2026

Friday, January 2	First day of winter Session classes Last day to add winter session class w/o instructor consent
Saturday, January 3	Last day to drop – W after today
Sunday, January 11	Last day to drop without an F
Sunday, January 18	Last day of winter Session classes
Thursday, January 22	Final Grades due for Winter Session classes

Spring 2026

Date	Schedule
Tuesday, January 20	First day of classes
Thursday, January 22	Last day to add 1st half course Last day to add 7A courses
Monday, January 26	Last day to add full semester courses (without instructor consent) Last day to withdraw from the university with a 100% refund Last day to drop 1st half course—W after today Last day to drop 7A courses — W after today
Monday, February 2	Last day to change meal plan Last day to drop a class and affect billing and course load; W on transcript after today
Wednesday, February 11	Last day to drop 7A courses without an F
Saturday, February 14	Last day to waive health insurance
Monday, February 16	Last day to drop 1st half course without an F
Monday-Friday, February 23-27	Winter Break
Tuesday, February 24	Late fee applied to non-cleared student accounts
Sunday, March 8	End of 7A courses
Wednesday, March 11	Final Grades Due for 7A courses
Monday, March 16	Start of 7B courses
Tuesday, March 17	End of 1st half courses
Wednesday, March 18	Start of 2nd half courses Last day to add 7B courses
Friday, March 20	Last day to add 2nd half courses Final Grades Due for 1 st half courses

Date	Schedule
Saturday, March 21	Last day to drop 7B courses – W after today
Monday, March 23	Last day to drop 2nd half courses – W after today Registration for Fall 2026 opens
Friday, March 27	Last day to withdraw without an F (after today need medical withdrawal approval)
Monday-Friday, April 6-10	Spring Break
Monday, April 13	Last day to drop 7B courses without an F
Friday, April 24	Last day to drop 2nd half courses without an F
Wednesday, May 6	Final Grades Due for 7B courses
Friday, May 8	Last day of classes
Monday, May 11	Final Exams (morning) Labs (afternoon)
Tuesday-Friday, May 12-17	Final examination period
Saturday-Sunday, May 18-19	VTSU Commencements
Wednesday, May 20	Final Grades Due for Spring 2026 full semester and 2 nd half courses

Summer 2026

Date	Schedule
Tuesday, May 26 – Thursday, July 2	First Session
Monday, July 6 – Friday, August 21	Second Session

AVERAGE WEEKLY SERVICE LEVELS																												
Month	Castleton						Johnson						Lyndon						Randolph						Killington ***			
	Meals served per week*			Catering & P.O.S.			Meals served per week*			Catering & P.O.S.			Meals served per week*			Catering & P.O.S.			Meals served per week*			Catering & P.O.S.						
	Lunch*			Total Catering \$	Main point of sale \$	Cafe point of sale \$	Lunch*			Total Catering \$	Main point of sale \$	Cafe point of sale \$	Lunch*			Total Catering \$	Main point of sale \$	Cafe point of sale \$	Lunch*			Total Catering \$	Total point of sale \$					
	Breakfast	*	Dinner				Breakfast	*	Dinner				Breakfast	*	Dinner				Breakfast	*	Dinner			Breakfast	*	Dinner	Breakfast	Lunch
October	1,371	3,164	3,027		\$ 52,831	\$ 13,493	612	1,272	1,165		\$ 27,503	\$ 1,415	581	1,227	1,076		\$ 34,849	\$ 3,185	352	828	698		\$ 16,344	15-25	20-30	25-30	15-25	
November	433	1,345	1,316		\$ 43,127	\$ 10,424	478	863	709		\$ 22,694	\$ 901	415	839	718		\$ 25,947	\$ 2,346	335	718	656		\$ 14,776	15-25	20-30	25-30	15-25	
December	619	1,151	1,330		\$ 28,457	\$ 6,580	317	647	535		\$ 19,214	\$ 309	99	221	216		\$ 8,978	\$ 596	186	684	406		\$ 9,366	15-25	20-30	25-30	15-25	
January	958	2,300	2,089		\$ 22,038	\$ 9,247	229	671	656		\$ 15,698	\$ 1,183	281	602	587		\$ 19,056	\$ 2,561	174	422	335		\$ 8,085	15-25	20-30	25-30	15-25	
February	774	1,515	1,770		\$ 39,121	\$ 15,433	454	872	778		\$ 22,248	\$ 1,768	386	792	686		\$ 21,111	\$ 3,072	355	803	606		\$ 15,190	15-25	20-30	25-30	15-25	
March	1,041	2,029	2,391		\$ 51,569	\$ 17,140	588	1,192	1,078		\$ 28,554	\$ 1,943	493	1,041	938		\$ 30,273	\$ 3,827	423	994	812		\$ 19,306	15-25	20-30	25-30	15-25	
April	859	1,721	2,058		\$ 34,939	\$ 10,889	447	1,029	948		\$ 21,399	\$ 1,319	356	790	720		\$ 24,778	\$ 2,526	431	950	730		\$ 13,982	15-25	20-30	25-30	15-25	
May	1,121	2,201	1,664		\$ 36,502	\$ 11,262	575	1,154	1,034		\$ 24,183	\$ 1,763	463	868	632		\$ 20,742	\$ 1,112	173	421	309		\$ 7,794	15-25	20-30	25-30	15-25	
June	-	-	-		\$ -	\$ -	188	260	223		\$ 5,095	\$ -	199	193	198		\$ 5,902	\$ -	-	2	-		\$ 19	-	-	-	-	
July	-	-	-		\$ -	\$ -	1,257	1,257	1,257		\$ 32,159	\$ -	886	946	906		\$ 24,906	\$ -	-	6	-		\$ 51	-	-	-	-	
August	627	854	1,026		\$ 3,021	\$ -	559	559	559		\$ 14,174	\$ -	648	813	698		\$ 22,197	\$ 751	173	322	287		\$ 7,363	15-25	20-30	25-30	15-25	
September	1,564	2,551	2,779		\$ 67,644	\$ 17,366	820	1,190	1,118		\$ 32,687	\$ -	549	1,046	658		\$ 29,943	\$ 2,806	480	1,108	949		\$ 23,939	15-25	20-30	25-30	15-25	
Weekly avg. over full year	795	1,603	1,648	\$ 4,276	\$ 31,913	\$ 9,374	558	928	855	\$ 2,195	\$ 22,509	\$ 865	456	795	680	\$ 5,709	\$ 22,759	\$ 1,917	256	604	483	\$ 3,620	\$ 11,409					

*Avg. # of meals served, per week, at main dining hall. Does not reflect the average of occupants on campuses

**Lunch figures include lunch and brunch

*** Killington does not have a meal card monitoring system. All students on premises are welcome to the meals when served so the total number of meals served is an approximation. The program currently houses 36 individuals on the campus and the service provided can/will impact participation.