

apartment meal plan application

campus dining
Dedicated to our customers' satisfaction

Annual Meal Plan contract accepted at all Campus Dining locations for Faculty, Staff and Students living off campus, or in the Arbor Park or Family Housing complexes

- Valsetz Food Court
- Werner University Center Restaurants
- Caffè Allegro
- Wolf Express
- Western Deli
- Wolf Grill

WESTERN OREGON
UNIVERSITY

**** NEW APPLICANTS MUST HAVE THEIR WOU ID CARDS ENCODED AS THEIR MEAL CARD ****
IN THE OFFICE OF UNIVERSITY RESIDENCES AND CAMPUS DINING

Apartment Meal Plan Application — Western Oregon University
An annual contract limited to Staff, Faculty, Off Campus Students or Students living in the Arbor Park or Alder View Complexes

- Staff/ Faculty Student Off Campus Student Arbor Park
 Resident Alder View

Date: _____ Local Phone: _____

Name: _____

Local Address: _____

Permanent Address: _____

V#: _____

I wish to open an Apartment Meal Plan for the Academic Year (or portion thereof remaining). I have checked the current rate sheet and understand that my account will be charged a set amount for this apartment meal plan. I also understand that I will not have access to the portion of the amount charged to my account which will be applied to cover overhead costs for Campus Dining and that the remaining amount will be mine to spend at wholesale prices at any campus restaurant. If I wish to add money to my account, I may do so with cash, check or credit card in the Office of University Residences and Campus Dining.*

Signature: _____ Date: _____

*** Please see opposite side for information on wholesale food purchases**

OFFICE USE ONLY

_____ Check for completeness and signature
_____ Date stamp on front

_____ Meal Plan opened
_____ ID card encoded
_____ Money put on plan



For Faculty, Staff, non-resident students and students and residents of Arbor Park or Alder View seeking alternate on campus dining choices, the Office of University Residences and Campus Dining (www.wou.edu/student/residences/dining) invites you to apply for an Apartment Meal Plan.

The Apartment Meal Plan serves as an alternative meal plan choice for those qualifying individuals seeking a wholesale meal plan. *Purchases made with this plan in the Valsetz Dining Hall are all priced wholesale because the costs involved in running the foodservice (overhead expenses) such as electricity and labor are paid up front as part of the meal plan expense. Purchases in the Werner University Center restaurants are priced full retail because the apartment meal plan does not prepay overhead expenses for Werner Retail Dining.

For your convenience, your WOU ID Card is encoded with the Apartment Meal Plan information and can then be used just like a debit card to make food purchases. The card is accepted at all campus dining locations including Valsetz Dining Hall and restaurants in the Werner University Center. After each purchase, your remaining balance is displayed on the cashier screen, so you may ask for your balance or you can ask the cashier to print a receipt that will also display your balance. You may also ask the cashier to do a balance inquiry at any time, no purchase necessary.

Balances at the end of the term automatically transfer to Winter and Spring terms. Balances will not carry through from Spring term to the next Fall term. Refunds are not given for unused dollars.

Treat your WOU I.D. card like a credit card and report lost cards to the Office of University Residences and Campus Dining, 503-838-8311 (88311 on campus). The account will be changed so the lost card will no longer work, and you may either have a temporary voucher made up which will work for 5 working days, (a \$2.00 expense which is applied to your student account) or have a new card made up. New cards are available in the Werner University Center for a cost of \$15.00. The new card will have to be encoded with a new number in the Office of University

Residences before it will function as your meal card again. Cashiers in Valsetz are also authorized to make your card lost and issue you a temporary voucher if you know your V number.

Additional deposits can be made via a credit card by phone, or with cash, credit or check at the Office of University Residences and Campus Dining. Apartment Meal Plan deposits can also be given to cashiers or mailed in campus mail. Deposit forms are available at cashier stations.

To open an account, fill out the form in this brochure; take or mail directly to the Office of University Residences and Campus Dining. Your account will not be active until you also have your WOU ID card encoded in the Office of University Residences and Campus Dining. The office is located in the lower South corner of Valsetz Dining Hall.

Please feel free to contact the Office of University Residences and Campus Dining at 1-877-877-1593 for more information.

If a student (*Student refunds are based on the date the student **officially** checks out of the Resident Apartments.*) or staff member requests to terminate their Apartment Meal Plan, they must do so in writing by filling out a petition available in the Office of University Residences & Campus Dining. The following Food Dollar refund schedule applies for contract cancellation during a term:

<u>Before the close of ...</u>	<u>% of Balance refunded</u>
... the first day after the Residence Halls open:	100%
... the 14 th calendar day after classes begin :	85%
... the 21 st calendar day after classes begin:	50%
... the 28 th calendar day after classes begin:	25%
After the 28 th calendar day after classes begin:	0%

See the *Guide to Residential Living for specific dates:*

(<http://www.wou.edu/student/residences/contracts.php>)

CAMPUS DINING
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