

# 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



**\*\* NEW APPLICANTS MUST HAVE THEIR WOU ID CARDS ENCODED AS THEIR MEAL CARD \*\***  
**IN THE OFFICE OF UNIVERSITY HOUSING 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 of remaining). I understand that my account will be charged a set amount (see current rate sheet) for each term. Out of that amount, I understand that I will have \$200.00 wholesale\* food dollars to spend 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 Housing 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



For Faculty, Staff, non-resident students and students and residents of Arbor Park or Alder View seeking alternate on campus dining choices, the University Housing and Campus Dining office 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 Housing and Campus Dining (Housing & Dining Office), 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. You will have to have the new card encoded with a new number in the Housing & Dining Office 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 Housing & Dining Office. 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 Housing & Dining Office. Your account will not be active until you also have your WOU ID card encoded in the Housing & Dining Office. The Office of University Housing and Campus Dining is located on the ground floor of Ackerman Hall.

Please feel free to contact Housing & Dining at 1-877-877-1593 for more information. Or find us online at:

- <http://www.wou.edu/student/residences/>
- <http://www.wou.edu/student/residences/dining.php>

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 on line - (<http://www.wou.edu/student/residences/pdfs/petition.pdf>), or in the Housing & Dining Office. The following Food Dollar refund schedule applies for contract cancellation during a term:

**FOOD DOLLAR REFUNDS:**

<u>Before the close of ...</u>	<u>% of Balance refunded</u>
... the first day after the Residence Halls open:	<b>100%</b>
<i>(Fall - 9/22, Winter - 1/5, Spring - 3/30)</i>	
... the 14 <sup>th</sup> calendar day after classes begin :	<b>85%</b>
<i>(Fall - 10/06, Winter - 1/19, Spring - 4/14)</i>	
... the 21 <sup>st</sup> calendar day after classes begin:	<b>50%</b>
<i>(Fall - 10/13, Winter - 1/26, Spring - 4/21)</i>	
... the 28 <sup>th</sup> calendar day after classes begin:	<b>25%</b>
<i>(Fall - 10/20, Winter - 2/02, Spring - 4/28)</i>	
After the 28 <sup>th</sup> calendar day after classes begin:	<b>0%</b>

<http://www.wou.edu/student/residences/dining.php>

**CAMPUS DINING**  
**ACKERMAN HALL**  
**WESTERN OREGON UNIVERSITY**  
**345 N. MONMOUTH AVE**  
**MONMOUTH, OR 97361**