

apartment meal plan application

campus dining
Dedicated to our customers' satisfaction

**Annual Meal Plan contract
accepted at all Campus
Dining locations for
Residents living in the
Arbor Park or Family
Housing complexes**

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



**** YOUR STUDENT ID CARD WILL SERVE AS YOUR MEAL CARD ****

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

- RESIDENT ARBOR PARK RESIDENT KNOX 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 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. Deposits of cash only can be accepted in the Valsetz Food Court.*

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, and students living in the Arbor Park, Knox Street or Alder View complexes who seek an alternate on-campus dining choice, 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 will serve as your meal card, working 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. Your new card will replace the old one - even if you find it, and function as your meal card.

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 made on the WOU Portal (<https://www.wou.edu/portal/>), given to cashiers or mailed in campus mail.

To open an account, fill out the form in this document; take or mail directly to 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: 100% <i>(Fall - 9/17, Winter - 1/7, Spring - 4/1)</i>	
... the 14 th calendar day after classes begin : 85% <i>(Fall - 10/05, Winter - 1/21, Spring - 4/15)</i>	
... the 21 st calendar day after classes begin: 50% <i>(Fall - 10/12, Winter - 1/28, Spring - 4/22)</i>	
... the 28 th calendar day after classes begin: 25% <i>(Fall - 10/19, Winter - 2/04, Spring - 4/29)</i>	
After the 28 th calendar day after classes begin: 0%	

CAMPUS DINING
ACKERMAN HALL
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