Return form to:
West Texas A&M UNIVERSITY
The Office of Residential Living
WTAMU Box 60878
Canyon, Texas 79016
t *806 651 3000* ***f*** *806 651 3010*
housing@wtamu.edu

Residential Living

UNIVERSITY MEAL PLAN REQUIREMENT EXEMPTION REQUEST

For Office Use Only: Approved_____ Denied_____
Date_____ Initials_____ Code_____
Comments_____
_____

NOTE: Exemption approvals are only applicable for one (1) Academic Year (fall/spring). The student must re-apply by the deadline each fall semester if still under the meal plan requirement.

Exceptions to the meal plan requirement will be made for students who provide the indicated documentation along with this form and are found eligible. In order to be considered for this exemption, the student must complete and submit the required documentation to the Office of Residential Living ***no later than the last class day of the first week of classes, each semester.*** After this deadline, **no** exemptions will be approved. **Incomplete requests that do not have all of the required documentation and/or information will not be reviewed.** For more details on the housing and meal plan requirements, visit our website: **wtamu.edu/housing-requirement.**

Please Print or Type: **Semester / Year that I am applying for:** **Fall 20_____ / Spring 20_____**

Student Name: _____ Buff ID: _____

WT Email*: _____ Cell Phone: _____

*Response to requests will be made to **WT Student Email Address**.

I acknowledge that submission of this form **DOES NOT** guarantee approval of my request. I understand that this is a sworn statement to the State of Texas and affirm that all the information herein and attached is correct and factual to the best of my knowledge. I also understand that if this exemption request is not granted or is revoked, **I will be responsible for charges to my University account for at least the Silver (175) Meal Plan *(the minimum required).*** Any form of misrepresentation on this form may constitute "Falsification of Records" which is a violation of University rules and is punishable through the University's conduct system.

_____ _____
Student Signature ***Date***

Check Reason	Exemption Type	Required Documentation To Be Submitted With This Form
☐	**Financial Meals –** Student has experienced a significant change in financial resources **AND** exhausted all of their financial resources. **Please note:** Loans offered through the FAFSA are a form of financial aid and will be considered when determining exemption eligibility. ***Financial savings*** is not a valid reason for this exemption type.	**1)** Student has completed and submitted the Free Application for Federal Student Aid (FAFSA) to the WTAMU Financial Aid Office *(please note it can take a few weeks before the University receives the FAFSA information);* **2)** Letter outlining significant financial change, as well as any documentation that may support this exemption request. **3)** Completed Meal Plan Agreement for desired meal type *(**Commuter 75 Meal Plan minimum**)* – form located on back.
☐	**Medical Meals –** Student has a documented medical disability that drastically affects the student's ability to eat meals in the University dining hall or food court locations and requires accommodations which the University ***cannot*** provide. **Please note:** WTAMU Dining Services does provide meal options for students who are on special diets and have food allergies (including gluten and dairy).	The following information should be provided by a physician and attached to this form on official letterhead and be legible, signed, dated, and verifiable: • A medical or clinical diagnosis (within 60 days) of the disability by a licensed professional in the appropriate area of specialization, clearly defining the impact of the disability on the student's dietary needs. • Observations or recommendations of accommodations that would assist the Office of Residential Living in serving the student. Recommended accommodations must be directly related to the disability. • Completed Meal Plan Agreement for desired meal type *(in most cases, **Commuter 75 Meal Plan minimum**)* – form located on back. • If applicable, a student with a documented disability must be registered with Student Disability Services.
☐	**Work Meals –** Student will be unable to eat 11 meals per week or may not be able to eat the number of meals for which they have been contracted for the semester. **Please note:** Due to the changing nature of work schedules, requests of this type will not be accepted until *after* **August 1** *(for Fall)* and **January 1** *(for Spring)*.	**1)** Letter indicating the name of the organization employed with, work address, work phone, and name of supervisor. **2)** Most recent work schedule for the entire week (Monday to Sunday); indicate whether or not the schedule changes weekly. **3)** Copy of the student's class schedule for the semester applying for. **4)** Completed Meal Plan Agreement for desired meal type *(**Commuter 75 Meal Plan minimum**)* – form located on back.

Please note that exemption processing takes a *minimum* of three (3) weeks, assuming adequate information is submitted.

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C

West Texas A&M University
Office of Residential Living

MEAL PLAN AGREEMENT

The University has a meal plan requirement which requires those residents less than 21 years of age and with fewer than **60** accumulated college hours (earned ***after*** high school graduation), by the first day of class, to purchase a University meal plan. Option No. 1, the Silver Meal Plan (175 meals per semester), is the minimum meal plan option to satisfy the meal plan requirement. There is no requirement for the summer terms. All meals are available except breakfast on Saturday and Sunday. Remaining Dining Dollar balances will transfer from the fall to spring semesters, providing the student purchases a meal plan in the spring semester. Dining Dollars will not transfer at any other time, and unused dollars are non-refundable. Unused meals are not refundable, nor transferable from semester to semester. Room and board rates are available on applicable Room and Board Rate Sheets, as well as the Residential Living website: ***wtamu.edu/residentialliving***.

MEAL PLAN CHANGES: Meal plans may be changed ***without*** an exemption through the last class day of the *first week* of classes, assuming the student qualifies for the selected meal plan. If the student does not qualify for the selected meal plan due to the established requirement (see above), they must apply for and be approved through a ***Meal Plan Exemption;*** approvals are not guaranteed. If the student is approved for a change, he/she will be charged the weekly rate for the initial meal plan selected from the date that the dining hall opened for the semester. **Meal plans *will not* be changed after the last class day of the *first week* of classes; after this, changes in meal plans may be made between semesters.**

CANCELLATION OF THE MEAL PLAN: Students may cancel their meal plan through the last class day of the *first week* of classes if they are withdrawing from the University, not returning for the semester, or they no longer fall under the University meal plan requirement (prior to the first class day). Students will only be charged the ***weekly meal plan rate***, and will receive an 80 percent refund of the remainder of the meal plan charges. Refunds will *not* be based on the number of meals or Dining Dollars remaining, but will be based on the weekly meal plan rate. **No meal plan cancellation requests from enrolled students will be accepted after the last class day of the *first week* of classes.**

PLEASE ENTER THE YEAR BY THE APPLICABLE TERM(S) AND CHECK YOUR DESIRED MEAL PLAN

TERM / YEAR: FALL SEMESTER 20_____ SPRING SEMESTER 20_____

TYPE *(select one)*: ☐ New Meal Plan ☐ Change _____ Meal Plan

MEAL PLANS THAT MEET THE MEAL PLAN REQUIREMENT:

_____1) Silver Meal Plan (175 meals/semester) and $300 Dining Dollars *(minimum plan to meet University meal plan requirement)*

_____2) Gold Meal Plan (200 meals/semester) and $250 Dining Dollars

_____3) Platinum Meal Plan (unlimited meals) and $150 Dining Dollars

125 MEAL PLAN, 75 MEAL PLAN, 50 MEAL PLAN, OR NO MEAL PLAN: PLEASE NOTE that those required to purchase a meal plan will be assessed the Silver Meal Plan (175), unless an approved exemption is on file with the Office of Residential Living. For exemption information, contact the Office of Residential Living or visit their website.

_____4) Upperclassman 125 (per semester) and $500 Dining Dollars

_____5) Commuter 75 (per semester) and $75 Dining Dollars

_____6) Commuter 50 (per semester) and $50 Dining Dollars

_____7) NO MEAL PLAN

Check if OFF-Campus Meal Plan ☐

_____ _____
Student's Name *(please print legibly)* Buff ID

_____ _____
Student's Signature Date

With few exceptions, state law gives you the right to request, receive and correct information about yourself collected by this form.