

Return form to:



Office of Residential Living
WTAMU Box 60878
Canyon, Texas 79016
t 806 651 3000 e housing@wtamu.edu

For Office Use Only:		Approved _____	Denied _____
<input type="checkbox"/> Resident for Selected Term	Date _____	Initials _____	Code _____
Comments _____			
<input type="checkbox"/> Entered in Log _____			

MEALS WITH PARENTS/LEGAL GUARDIAN
Meal Plan Requirement Exemption Request

NOTE: This meal exemption is 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 will be eating the majority of their meals at the established legal household of his/her parent or legal guardian (documentation must be provided), which is **within a 50-mile driving radius of the University**. To be considered for this exemption, the student **and** parent must complete and sign this form in front of a Notary Public 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 lacking all of the required documentation and/or information will not be reviewed.** For more details on the housing and meal plan requirements, visit: wtamu.edu/housing-requirement.

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

Required: Completed Meal Plan Agreement for desired meal type (form located on back)

Student Name: _____ Buff ID: _____

WT Email*: _____ Student Cell Phone: _____

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


Parent/Guardian Name(s): _____

Parent/Guardian Physical Address: _____

City: _____ State: _____ Zip: _____

Required Documentation for ALL Students:

Attach copies of a state-issued ID for the parent /legal guardian and student (addresses listed on the IDs must match)



Required Documentation for Legal Guardians:

Attach court documentation of legal guardianship appointment for above-listed student.

"Legal Guardian" is defined as a person who has been appointed by the U.S.A. court system to have legal authority to make decisions on behalf of a minor; legal guardianship cannot be made for persons 18 years and older.

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 (160) Meal Plan (the minimum required)**. I further understand that the University may conduct periodic checks to verify student residences throughout the year. 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.

I will be living/eating with my above-listed parent/legal guardian at the provided permanent legal address.

The above-named student will be living/eating with me, their parent/legal guardian, at my listed permanent legal address.


Student's Signature

Parent's Signature

Date

Date

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

	<input type="checkbox"/>
B	<input type="checkbox"/>
C	<input type="checkbox"/>

MEAL PLAN AGREEMENT

The University has a meal plan requirement which requires students residing on campus to purchase a University meal plan during the first two years following their high school graduation. Option No. 1, the Silver Meal Plan (160 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/housing.

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. **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 unless the meal plan is being upgraded, which can be done at any time throughout the semester.**

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). Keep in mind that if **any** portion of the meal plan is used, students will 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 from _____ Meal Plan to:

MEAL PLAN REQUIREMENT ELIGIBLE

_____ 1) **Silver Meal Plan** (160 meals/semester) and \$400 Dining Dollars
(minimum to meet meal plan requirement)

_____ 2) **Gold Meal Plan** (185 meals/semester) and \$350 Dining Dollars

_____ 3) **Platinum Meal Plan** (unlimited meals) and \$150 Dining Dollars

COMMUTER / UPPERCLASSMAN ELIGIBLE*

_____ 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

Requesting NO Meal Plan*

Check if OFF-Campus Meal Plan

*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 (160), unless an approved exemption is on file with the Office of Residential Living. For exemption information, visit: wtamu.edu/housing-requirement.

Student's Name (please print legibly) _____

Buff ID _____

Student's Signature _____

Date _____

OFFICE USE ONLY:			
Change Date: _____	Used: _____ Meals	_____ Dining \$	Entered: _____ Meals _____ Dining \$

Cancellation Date: _____	Used: _____ Meals	_____ Dining \$	Refund: _____ Will Owe: _____