

INSTRUCTIONS:

Print and complete the form below and return to the WKU ID Center, DUC, Room 126.

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WESTERN KENTUCKY UNIVERSITY MEAL PLANS

Freshmen residents are required to have at least a 10 meal a week meal plan. Changes or cancellations for non-freshmen-residents can be requested up until the 4<sup>th</sup> week of classes. The meal plan charge will be prorated for use up until the 4<sup>th</sup> week. Full payment will be required after the 4<sup>th</sup> week—NO REFUNDS will be offered to anyone with a meal plan beyond the 4<sup>th</sup> week. This follows the University's refund schedule and is due to several factors including fixed costs, meal plan pricing, and contract issues.

Appeals will be considered for special (unique or unusual) circumstances. If you have a reason you believe should qualify you for an appeal, please list in detail below. Your request will be reviewed by our appeals committee, and you will be contacted once a decision has been reached.

DATE: \_\_\_\_\_ SEMESTER : \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

WKU ID#: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL  
ADDRESS: \_\_\_\_\_

CURRENT MEAL  
PLAN: \_\_\_\_\_

REASON FOR EXEMPTION: (IF MEDICAL, PHYSICIAN'S STATEMENT MUST BE PROVIDED):

