



WESTERN KENTUCKY UNIVERSITY
HOUSING, RESIDENCE LIFE, & DINING
MEAL PLAN EXEMPTION REQUEST

Western Kentucky University requires all first year (less than two regular session semesters) students living on-campus under the age of 21 to participate in one of the on-campus meal plans. All other full-time (12 hours or more) undergraduate students living on-campus or off-campus are automatically enrolled in the [Flex Plan](#) and may upgrade to another plan to satisfy their dining needs. Note, unused Flex balances will roll over from fall to spring and year to year. (<https://www.wku.edu/wkurg/general.php>)

Exemptions from the required participation are considered individually and are based on the reasons for appeal below. Exemptions for reasons such as work related issues, access to a kitchen, student’s personal food preferences, financial constraints, etc. will not be accepted. Please note that no adjustments of meal plan charges will be made to a student who has been suspended, dismissed, or expelled due to student conduct involvement.

Please submit this meal plan exemption request and supporting documentation to: Daniel Rosner, Assistant Director for Student Behavior and Conduct, at dining.exemptions@wku.edu or in person at the Housing & Residence Life Central Office located in Southwest Hall. Exemption request outcomes will be made via email to the student’s WKU email address.

NAME (print): _____ WKU ID#: _____

REQUEST DATE: _____ EXEMPTION REQUEST SEMESTER: FALL SPRING

WKU EMAIL: _____@topper.wku.edu PHONE #: _____

HOME MAILING ADDRESS:

_____ CITY: _____ STATE: _____ ZIP: _____

COMMUTING MAILING ADDRESS (if different than home address):

_____ CITY: _____ STATE: _____ ZIP: _____

CLASSIFICATION: FRESHMAN SOPHOMORE JUNIOR SENIOR

PARKING PERMIT ZONE: _____

I AM REQUESTING EXEMPTION FROM WESTERN KENTUCKY UNIVERSITY’S REQUIRED MEAL PLAN PARTICIPATION. THE REASON FOR MY APPEAL IS:

Medical Accommodation*: Students with Special Dietary needs may request accommodation. Please attach a letter fully describing your dietary circumstances and documentation by a licensed medical physician. *An Advisor’s signature is NOT required on a Medical Exemption request.* All requests citing a medical need related to the Americans with Disabilities Act *must* also register with the Student Accessibility Resource Center at 270.745.5004 (https://www.wku.edu/sarc/registration_process.php).

Religious Exemption*: Please attach explanation of restrictions that cannot be met by the Restaurant Group. Please include a written explanation from your religious counsel/leader.

Required to Be Away From Campus (i.e. Study Abroad, Internships, Student Teaching): Students must be in courses not convening on Western Kentucky University’s primary campus locations. Students must obtain a signature from the appropriate faculty advisor and attach a copy of their semester Student Detail Schedule showing enrollment in the respective courses. Note that this exemption shall not be available to students who have at least one class on a primary campus location in the requested exemption semester.

Special Circumstances: Requests for exemption in special circumstances defined as “unique and unusual” will be considered. Please attach additional documentation to fully explain your exemption request.

**Exemption requests based on Medical Accommodations or Religious Exemptions will be determined by the ability for Restaurant Group locations to meet the required accommodation.*

I certify that all of the information contained on this form and in all supporting documentation is true and accurate. I have provided all documents to support my request and I hereby apply for an exemption. I understand that providing the University with false information will result in immediate denial and could lead to disciplinary actions such as restitution, probation, suspension from the University and/or other actions.

I further understand that I will be charged the required meal plan rate unless an exemption is granted. A written appeal may be submitted to the Housing and Dining Appeals Committee which meets on a monthly basis. **THE DECISION OF THE COMMITTEE WILL BE FINAL.** Final appeals for denials may be made to: Daniel Rosner, Assistant Director for Student Behavior and Conduct, at dining.exemptions@wku.edu.

A signed application shall act as a student’s release of information and consent to review academic, financial aid, registration, medical documentation and other records of information that are related to the appeal.

Signature

Date

Mail to:

Housing and Residence Life
Attn. Daniel Rosner
1906 College Heights Blvd. #11093
Western Kentucky University
Bowling Green, KY 42101-1093

Bring to:

Housing and Residence Life Office

Southwest Hall
Attn: Daniel Rosner

Fax: 270-745-6129

Attn. Daniel Rosner

Email: dining.exemptions@wku.edu

For Office Use Only

Date Received:

Date Appealed:

Meal Plan on Account:

Date Sent to Committee:

Decision:

Committee Decision:

Date Email Sent:

Date Appeal Decision Sent: