Read this document carefully prior to signing your Non-Residential Dining Services Contract. The contract is a legally binding document for that portion of the year as defined herein. The Non-Residential Dining Services options described are offered under the terms and conditions stated herein.

CONTRACT

Eligibility
Non-Residential dining plans at the University of Wyoming Washakie Dining Center are open to students, faculty, and staff who are exempt from the University of Wyoming New Student Live-in Policy and not currently living in the residence halls, have been granted a contract release from the University of Wyoming Residence Halls, or are not currently required by another contract or agreement to possess a specific dining plan. (Exemptions can be requested with the Executive Director of Residence Life, Dining Services and the Wyoming Union or his/her designated Residence Life & Dining Services administrator.)

Residence Life & Dining Services reserves the right to use an individual’s disciplinary status as a factor in eligibility for Non-Residential dining plan.

Contract Transfer or Reassignment
A Non-Residential Dining Services Contract may not be transferred or reassigned. The contract holder may allow a guest(s) to access the Washakie Dining Center using his/her remaining meal(s) under the following conditions:
  a. The contract holder along with the guest(s) are both present at the time of entrance
  b. The contract holder has a valid WyoOne card or temporary card issued by Residence Life & Dining Services at the time of entrance.
  c. All guests and contract holders are subject to the Residence Life & Dining Services Apartments & Residence Halls Policies & Procedures which is available upon request in the Residence Life & Dining Services main office or online.

Contract Period
a. This contract is between you and the University of Wyoming.
b. This contract is effective from August 30, 2019 to December 21, 2019, January 24, 2020 to May 16, 2020, (or on the date of the last meal served).
c. Unused meals will not carry over from fall to spring semester. Changes to these contract dates must be approved in writing by the Executive Director of Residence Life, Dining Services and the Wyoming Union.
d. Dining Dollars that come with the purchase of a dining plan will not carry over from semester to semester.
e. Changes to these contract dates must be approved in writing by the Executive Director, Residence Life, Dining Services and the Wyoming Union.

This contract is binding for that portion of the contract term remaining at the time of signing as defined herein.

Facilities & Space Assignment
This contract applies to the Washakie Dining Center.
  a. Residence Life & Dining Services reserves the right to terminate all or portions of the contract if facilities are deemed unusable.
  b. Residence Life & Dining Services reserves the right to change space designations of facilities and dining plan requirements of areas/buildings as necessary.

Dining Plan Participation
a. Dining plan charges include access to the Washakie Dining Center and Dining Dollars money ($75 Dining Dollars for the 280 Block Meals Plan, $290 Dining Dollars for the 210 Block Plan).
b. Students with a Non-Residential dining plan may change their dining plan once per semester prior to October 4, 2019 in the fall semester or prior to February 21, 2020 in the spring semester. Multiple dining plan changes are subject to departmental approval and may be assessed a charge.
c. Dining plan refunds will be subject to the appropriate dining plan refund outlined herein. To change your plan, you will need to fill out a dining plan change form at the Residence Life & Dining Services office located in the lower level of the Washakie Center during business hours as defined by the University of Wyoming. All Dining Dollars that come with the
purchase of a dining plan are non-refundable and the optional Dining Dollars may be modified or canceled on a semester basis prior to the beginning of the semester as defined by the Contract Period stated herein.

d. Students may change from a residential block to an access, or vice versa, in the first week of each semester only (no proration). After this date - September 6, 2019 in the fall semester and January 31, 2020 in the spring semester - students may only change their plans within their respective residential block or residential weekly types.

e. Students with special dietary needs must contact the Dining Services.

f. WyoOne Card identification is required for entrance into the Washakie Dining Center at all times.

g. Each student may have only one active dining plan at a given time.

Washakie Dining Center hours of operation are outlined on the Residence Life & Dining Services website or upon request. Hours are subject to change.

CONTRACT RATES AND PAYMENT

Dining Plan Rates
Dining plan rates for 2019-2020 are approved by the Board of Trustees. The rates are available in the Residence Life & Dining Services office and are posted on the Residence Life & Dining Services website.

Charges and Payment Procedures
You agree to pay the dining plan rates for the options you select on your contract. You promise to pay the University charges for the dining plan in the manner indicated on the Non-Residential Dining Services Contract.

a. Students
   a. Charges billed to students accounts are due according to the terms and conditions of the UW Installment Payment Plan.
   b. Dining plan payments should be made to the Cashier’s Office and in accordance with the terms and conditions of the UW Installment Payment Plan.
   c. If dining plan charges are not paid according to the contracted payment schedule, meal privileges will be terminated immediately.
   d. Arrangements must be made with the Accounts Receivable office for payment of past due obligations upon receipt of notice.

b. Faculty/Staff
   a. Payment must be made at the time of purchase.
   b. If dining plan is purchased online, the payment should be made through the website at the time of purchase. If not, payment should be made through the Residence Life & Dining Services business office (located in the lower level of the Washakie Center).

Dining Plan Refund Policy
If you are not receiving Federal Financial Aid, you will receive a pro-rated refund based on the following:

a. Block dining plan refund pro-rations will be based on the number of meals/dining dollars remaining not to be less than $145/week as administrative fee.

b. Refunds will not be granted for cancellations or withdrawals that occur during the last two weeks of a semester.

c. Failure to use the dining plan does not release you from this contract.

d. All Dining Dollars that come with the purchase of a dining plan are non-refundable and the optional Dining Dollars may be modified or canceled on a semester basis prior to the beginning of the semester as defined by the Contract Period stated herein.

Federal Financial Aid Recipients
In accordance with Federal law, room and dining plan charges for Federal Aid recipients will be refunded in the following manner. When a student who receives Federal Financial Aid withdraws from the university, he or she may owe a repayment of federal funds and/or be due refund from UW or owe an additional amount to UW. The Federal Return of Funds policy will be applied before any refund due under the UW policy is disbursed. For details on the application of these policies to a specific situation, please consult with the Accounts Receivable Office, 172 Knight Hall, (307) 766-6232

CONTRACT CANCELLATION

ContractCancellation
Recipients of a Residential Block Dining Plan may cancel their contract prior to October 4, 2019 in the fall semester or prior to February 21, 2020 in the spring semester. Refunds will be subject to the refund policy provided in this contract. Procedures for cancellation are available in the Residence Life & Dining Services office, and all forms and procedures must be completed before an individual is released from his/her contract. Any refunds or cancellations not defined herein are subject to the approval of the
Executive Director of Residence Life, Dining Services and the Wyoming Union or his/her designated Residence Life & Dining Services administrator. Failure to use the dining plan does not automatically release you from the financial obligations of this contract.

**BEHAVIORAL EXPECTATIONS**

You agree to abide by the policies and regulations established in the *Apartments & Residence Halls Policies & Procedures* (which can be found through: http://www.uwyo.edu/reslife-dining/halls/index.html); the University of Wyoming *Student Code of Conduct* pamphlet; and local, state and Federal laws. Failure to do so may result in rescinding the use of all or part of dining privileges, disciplinary eviction, responsibility to pay all dining plan charges for the remaining dates of the contract and other appropriate sanctions. You will be immediately suspended from dining plan participation if the University determines continued dining plan participation poses substantial risk or harm to the safety of yourself or others, or unduly interrupts legitimate operational processes of the University. The *Apartments & Residence Halls Policies & Procedures* is also available at the Residence Life & Dining Services office.

**PROPERTY AND DAMAGES**

**Damages**

You agree to pay for damages to the building, including fire damage, any damaged or missing furniture, any lost property, changes to locks or keys, or any service costs due to your actions or neglect. You may be held financially responsible for repair of all damages incurred by either you or your guests to University or personal property of others.

**Governmental and Sovereign Immunity**

The University does not waive its governmental or sovereign immunity by entering into this contract and fully retains all immunities and defenses provided by law with regard to any action based on this contract. Any actions or claims against the University under this Agreement must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended.

University Residence Life & Dining Services personnel reserve the right to deny access to the Dining Service facilities when students and/or their guests are disruptive in that environment.

**Interpretation**

The Parties hereto agree that (i) the laws of Wyoming shall govern this Agreement, and (ii) any questions arising hereunder shall be construed according to such laws, (iii) this Agreement has been negotiated and executed in the State of Wyoming and is enforceable in the courts of Wyoming.

**Contract Modifications**

Modifications and/or exceptions to the Non-Residential Dining Services Contract are not permitted without advance written approval from the Executive Director of Residence Life, Dining Services and the Wyoming Union, or a designated administrator. All requests for approval must be submitted in writing and will be responded to in writing. You must keep a written copy of any approved exceptions. The University reserves the right to modify or cease the provision of specific dining services in the event of unforeseeable circumstances beyond the control of the University or as determined to be in the University’s best interests.

The University of Wyoming is an affirmative action/equal opportunity employer and institution and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, or political belief in any aspect of employment or services. The institution’s educational programs, activities, and services offered to students and/or employees are administered on a nondiscriminatory basis subject to the provisions of all civil rights, laws, and statutes. Evidence of practices that are not consistent with this policy should be reported to the Employment Practices Officer at (307) 766-3459.

The University of Wyoming, in compliance with Federal regulations, has compiled a report on public safety that lists safety procedures, education programs, reporting procedures, and crime statistics for the previous three years. To obtain a copy, please call (307) 766-5188, or write to: University of Wyoming Police Department, Dept. 3124, 1000 E. University Avenue, Laramie, WY 82071 or http://www.uwyo.edu/UWPD/