

Refund in Meal Account for withdrawn students:

Withdrawn Students

Any student who is withdrawn or graduating must submit a Refund Request Form for a refund. Any money left in your child's account after 10 days of withdrawal date or graduation date will be transferred to an "extra money" account and be deemed as a donation to the School Nutrition Program, to be used for accounts in need. If your child's account held more than \$50.00 and a refund is not requested within the agreed upon timeframe, every effort will be made to contact a parent or guardian. If this is not successful, those funds will be transferred to the treasury department per state requirement.

Procedure

In order for a refund to be issued, the form must be filled out and signed by the parent/guardian and include the child's full name and the address where the refund is to be mailed.

Refund request forms are located at the Food Service Department cafeterias and the district website.

Completed forms can be sent to the cafeteria, or mail to:

Moore County Schools

Attn: School Nutrition

308 Mechanic Street N.

Lynchburg TN 37352.

Please allow 3 weeks for processing of the Refund Request.