

Administrative Regulation

Title: Foodservice Account Refunds

Guidelines for refunding student lunch account payments.

Refunds of food service balances may be processed if a parent/guardian wishes to close an account or no longer has a student in the district.

Foodservice account balances will be refunded if balance is \$5.00 or more. Refunds less than \$5.00 will not be processed unless requested by the parent/guardian.

Procedures for Parents/Students/Staff:

- a. Refunds over \$5 will be processed for students who have left the district, graduated or by parent/guardian request.
- b. Biannually foodservice will identify students who have left the district. Foodservice will contact these families to confirm mailing address prior to issuing a refund check.
- c. Families with graduating seniors and no siblings will receive a refund check if balance is over \$5.00 at the end of the school year.
- d. Remaining balances less than \$5.00 from families who can not be located, do not request a refund, or funds from graduated families will be placed in the district foodservice donation account and will be used for families in need.

Coordination: Foodservice Assistant, Director of Business and Auxiliary Services

Signed By:



Becky Terry
Food and Nutrition Services Supervisor
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