

Lawrence County Schools - School Nutrition

1620 Springer Road

Lawrenceburg, TN 38464

(931) 762-3581 ext. 2310 or 2311

REFUND/TRANSFER REQUEST FORM

Date: _____

I, _____, am requesting a

- REFUND** of pre-paid money, which has been credited to my child's/employee meal account.
- TRANSFER** of pre-paid money, which has been credited to my child's/employee meal account.

Student's Full Name	School	Keypad Number	Birthday
1.			
2.			
3.			
If requesting a TRANSFER , please list the name on account to which you want the money transferred.			
Student's Full Name	School	Keypad Number	Birthday
1.			
2.			

REQUESTOR'S INFORMATION (mailing address for refund check):

Name: _____

Mailing Address: _____

City/State/Zip: _____

Telephone Number: _____

Signature (Required): _____

Note to Parent/Guardians:

*Form must be completed by a parent/guardian. Requests by anyone other than parent/guardian will not be honored.

*For a refund, complete form along with a SELF ADDRESSED STAMPED ENVELOPE to:

Lawrence County Schools - School Nutrition Department, 1620 Springer Road, Lawrenceburg, TN 38464

*For a refund check, allow 4 weeks for processing from date of receipt at the Lawrence County Schools - School Nutrition Department.

For Office Use Only: Account Balance: \$ _____ Date Processed: _____

Signature: _____

"This institution is an equal opportunity provider."

Lawrence County Schools

School Nutrition Refund and Transfer Procedure for Meal Accounts

Refunds

Any student who withdraws or graduates must submit a Refund Request Form for a refund of any money remaining in his/her account. Forms should be submitted to the cafeteria manager or the School Nutrition Department at the Central Office. In order for a refund to be issued, the form must be filled out and signed by the parent/guardian and include the student's full name, address and a self-addressed stamped envelope where the refund is to be mailed. Refund request forms are located at the School Nutrition Central Office, school cafeterias, and the district website. Please return completed forms to the cafeteria, or mail to the School Nutrition Department for processing: Lawrence County School Nutrition Department, 1620 Springer Road, Lawrenceburg, TN 38464

For refunds less than \$2.00, the refund will be made at the school cafeteria. All refunds exceeding \$2.00 will be processed through the School Nutrition Department at the Central Office.

Please allow 4 weeks for processing of the Refund Request.

Transfers

Anyone wishing to transfer funds into a different account, please fill out a Refund Request Form. Forms should be submitted to the cafeteria manager or the School Nutrition Department at the Central Office. In order for a transfer to be issued, the form must be filled out and signed by the parent/guardian and include the student's full name, address and the student information to which it should be transferred. Transfer request forms are located at the School Nutrition Central Office, school cafeterias, and the district website. Please return completed forms to the cafeteria, or mail to the School Nutrition Department for processing:

Lawrence County School Nutrition Department, 1620 Springer Road, Lawrenceburg, TN 38464

Unclaimed Funds

All funds must be requested within 90 days of the student's graduation or withdrawal. After that time, unrequested balances will then be considered a donation to the Lawrence County Schools Cafeteria Fund.