

# Big Spring School District

Office of the Supervisor of Food Services  
45 Mount Rock Road  
Newville, PA 17241  
717-776-2408



## ***REFUND / TRANSFER/ DONATION OF RESIDUAL LUNCH ACCOUNT BALANCES***

Dear Parent / Guardian:

As students move or graduate from the Big Spring School District, it is possible that a residual balance exists in their school lunch account. This balance can be refunded, transferred to another student's account in the District or donated, **but** it must be done within **one academic year** from the withdrawal or graduation date. Should no action be taken as requested on this form within one academic year, refunds cannot be granted, despite potential balances still being reflected in the former student's account. Please make your election on the form below to ensure that the funds are handled in the manner that you desire.

I \_\_\_\_\_, request that all monies remaining in my son/daughter's Point of Sale (POS) account be refunded or transferred to another student account, as requested below.

Upon return/receipt of this signed letter a request will be submitted to the school board. Either a check will be sent, a transfer will be made, or the funds will be donated to a student in need.

### **Donate Balance** \_\_\_\_\_

### **Refund / Check**

The address the check should be sent to is as follows:

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Student's Account Number:** \_\_\_\_\_

**Amount** \_\_\_\_\_

### **Transfer to Another Student Account**

**Student's Name:** \_\_\_\_\_

**Student's Account Number:** \_\_\_\_\_

**Amount** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*\*\*RETURN FORM TO: Ms. Shelli Kent, 45 Mount Rock Road, Newville, PA 17241**