

STUDENT ACCOUNT REFUND REQUEST



School Nutrition

In order for the Child Nutrition Department to issue a refund from a students account we will need to have the following information from the parent/guardian of said child. This form must be returned to your child's school cafeteria manager.

In the event an account balance is \$10.00 or greater a check will be issued for the account balance and mailed to the address specified below.

STUDENT NAME _____

Mailing Address:

REQUESTED BY NAME _____

STUDENT ID NUMBER _____

SIGNATURE _____

PHONE NUMBER _____

FOR ADDITIONAL INFORMATION, PLEASE CONTACT YOUR CHILD'S SCHOOL CAFETERIA MANAGER.

DATE REC'D _____	FOR OFFICE USE ONLY MANAGER'S SIGNATURE _____
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Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.