



Southeast Dubois School Corporation

432 E. 15th Street, Ferdinand, IN 47532

812.817.0900

STUDENT PRE-PAID MEAL ACCOUNT

Refund / Transfer Request

For students graduating or leaving the Southeast Dubois County School Corporation who have a balance remaining in their meal account, please complete this form indicating how to close the account. We must have a request in writing to process movement of funds on student school meal accounts, and also **a completed W9 form for ALL refunds**. Complete and return this form within 90 days of the student's departure from the Southeast Dubois County School Corporation; otherwise, all positive balances will be receipted back into the Food Service Program. Only amounts greater than \$5.00 will be refunded to the parent/guardian listed on the student's meal account. Lesser amounts may be transferred or paid forward. **Only in the event that a student graduates or leaves the district may a refund be processed.**

Reason for transfer/refund (check one)

- Left school district*

 Graduated

 Other (specify) _____

Please choose one of the three options below:

Please check the box to indicate whether you are requesting a REFUND or would like to TRANSFER funds to another student's account within the district. Complete the information that is located below the "Checked" box .

Request for REFUND

Complete information below

Make Check
Payable to: _____

Mailing
Address: _____

(City) (State) (Zip)

Phone #: _____

Request for TRANSFER

Complete information below

TRANSFER INFORMATION

Please TRANSFER funds to:

STUDENT NAME: _____

SCHOOL _____

Student ID # or
Lunch # _____

Pay it Forward to donate the remaining funds to help cover other students that may need assistance.
Thank you for your donation.

Required

Student name: _____ School: _____

Anticipated amount of refund: \$ _____ Parent Name/Signature: _____

DISTRICT USE ONLY: The account has been verified with the balance of : AMOUNT \$ _____
Meal Account Balance Amount Zeroed Out: \$ _____ Date: _____ Approved by: _____