



## MEAL ACCOUNT REFUND REQUEST

(One form per student.)

### NOTE TO PARENTS:

- If you have auto-replenish set up for your child's meal account through RevTrak, please cancel the automatic payment option by logging into your account. Otherwise, auto-replenish will continue after this refund is processed.
- Balances left on accounts may be donated, transferred to another Barbers Hill student, or refunded.
- If the last meal account payment was made through RevTrak, the refund will be processed back to the credit card used. All other refunds will be processed as follows:
  - Refunds equal to or greater than \$15.00 will be issued in the form of a check. Refund checks are issued from the district's finance office and may take 2 - 4 weeks to process.
  - Refunds less than \$15.00 will be issued in the form of cash. Parent/Guardian must come in person to the School Nutrition office located in the Leadership Support Center Building, 9600 Eagle Drive, Mont Belvieu, TX 77523 to be issued a cash refund.
- Completed forms may be returned to your child's cafeteria manager. You may also email it to Kirbi Lambert at [kirbi.lambert@bhisd.net](mailto:kirbi.lambert@bhisd.net).

Student's Name: \_\_\_\_\_ Reason for Refund Request (select one):  
Student ID #: \_\_\_\_\_  Student has been approved for meal benefits  
Balance: \_\_\_\_\_  Student is withdrawing from school  
Campus:  HS  MSN  MSS  ISN  Refund of year-end balance  
 ISS  ESN  ESS  ECC  Other: \_\_\_\_\_

### Select one option below:

- Donate funds to a student in need
- Transfer funds to another BHISD student (Enter name of student): \_\_\_\_\_
- Refund remaining balance (Complete information below if check is to be mailed.)

If check is to be mailed, print parent/guardian name and mailing address below:

Parent/Guardian Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_

### For School Nutrition Office Use Only

Refund Amount: \_\_\_\_\_ Date Processed: \_\_\_\_\_  
Vendor #: \_\_\_\_\_ Processed By: \_\_\_\_\_  
Refund by:  Cash  Check  Credit Card Approved By: \_\_\_\_\_  
Parent/Guardian signature if cash was refunded in person: \_\_\_\_\_