

**WESTERVILLE CITY SCHOOLS - FOOD SERVICE DEPARTMENT**

**REFUND/DONATION OF LUNCH ACCOUNT BALANCE**

As a senior who is graduating or a student who has dis-enrolled from the district, your child might have a balance in his/her lunch account. You may choose to have this money refunded to you, transferred to another child (sibling) account, or be used to assist families in need of assistance with lunch money.

Please complete the attached form, sign and date the form, and return it to:

Food Service Department  
Westerville City Schools  
125 E Walnut St.  
Westerville, OH 43081

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**PLEASE PRINT!**

_____	_____	_____	_____
Student Name	Balance	Student ID #	School

\_\_\_\_\_ I am requesting that my child's lunch account balance be donated to the Food Service Department, and this money be used to assist families in need.

\_\_\_\_\_ I would like the balance transferred to another child's account:

_____	_____	_____
Student Name	Student ID #	School

\_\_\_\_\_ I am hereby requesting that my child's lunch account balance be refunded to me.

Please make check payable to: \_\_\_\_\_

Please mail the check to: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature Date

**Return completed form to: Food Service Department, Westerville City Schools, 936 Eastwind Dr., Westerville, OH 43081 Questions: Call Stephanie Arnold @ (614)-797-5993. Email Address: [arnolds@westerville.k12.oh.us](mailto:arnolds@westerville.k12.oh.us)**