# Refund Information

This information is designed to help members of the Scottsdale Unified School District community with requests for refunds for certain activities and payments. Each section corresponds to a different department within Scottsdale Unified, so if you have multiple refund requests, you will have to work with different departments. Be sure to read the Frequently Asked Questions and note the various contacts for each type of refund. We thank you for your patience as we worked to put together this system to organize and track requests for refunds after Governor Doug Ducey's March 30 announcement that schools in Arizona would remain closed and that school-sponsored extracurricular activities would be cancelled for the remainder of the 2019-2020 school year in response to the coronavirus national emergency.

# Community Education Refunds

**Pre-Kindergarten, Pre-School, Kids Club, and Enrichment Zone**
To request a refund for monies paid for pre-kindergarten, pre-school, Kids Club and Enrichment Zone programs, please complete and submit a Refund Request form.

- Refund request forms are processed daily by Community Education staff.
- Due to the high volume of requests, please allow four weeks for processing and mailing.
- All refunds will be in the form of a check and mailed to the address provided on the refund request form.
- If you have further questions or concerns about Community Education program refunds, please email: communityed@susd.org.

# Nutrition Services

**Lunch Money Refunds**
All monies on file for your student(s) on their cafeteria accounts are secure and will roll over for use in the 2020 - 2021 school year. Because all Scottsdale Unified schools are closed for the remainder of the 2019 – 2020 school year, Nutrition Services has disabled all Titan payment portals and suspended scheduled any recurring payments.

To request a refund for lunch monies on file for your student(s), please contact the Nutrition Services Department's Aimee Morgan at amorgan@susd.org or at (480) 484-6140. For each student, please provide: the student name, student ID#, school, and current address.

- Due to the high volume of requests, please allow four weeks for processing and mailing.
- All refunds will be in the form of a check and mailed to the address provided on the refund request form.

Scottsdale Unified SCHOOL DISTRICT

# Refund Information

# Student Club, Activity, & Field Trip Refunds

## Student Clubs & Activities

To request a refund for monies paid for student clubs, please submit this online refund request form. The completed form will be routed to the Student Activities Department who will review all requests and forward it to the student club that must also approve the refund request. Approved refunds will be made by the appropriate school staff in the form of a check that will be mailed to the address given on the refund request form.

- Payments made to club activities can also remain on file at the school and be used for a future activity at the same school and/or club.

## Field Trips

We are working diligently with travel vendors on refunds from cancelled field trips. As we receive funds back from trips, we will work with the club sponsor to obtain club approval and process refunds to those who paid through a club.

- If you have further questions or concerns about refunds related to school clubs, activities or field trips, please contact Jennifer Pleasant at jpleasant@susd.org.

# Tax Credits

Tax credit contributions are not refundable as they are a dollar-for-dollar credit from the State of Arizona that can be claimed on Arizona State taxes. Tax credit contributions from cancelled field trips and activities may be used for future tax credit activities at the same school where the original contribution was made.

- Please note that tax credits cannot be moved to another school.
- If your student is no longer at the school where you made the contribution, you may apply the tax credit activity for another student at that school.
- If you would like your tax credit moved to a credit for a future tax credit activity, within the same school, please submit this online transfer request.

**For questions or concerns about a refund, please contact the appropriate program:**

**Community Education**
communityed@susd.org

**Nutrition Services**
Aimee Morgan
amorgan@susd.org
(480) 484-6140

**Student Clubs, Activities, Field Trips**
Jennifer Pleasant
jpleasant@susd.org

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# Refund Information

## Frequently Asked Questions

1. **What type of refunds are available?** Refunds are available for Community Education programs, Nutrition Services and student clubs/activities. Please note that there is a separate procedure for requesting each type of refund.

2. **What is NOT refundable? Why?** Contributions that have been made in the form of a tax credit are not refundable under state law because the contribution is a dollar-for-dollar tax credit that is deductible on state income tax.

3. **Who is processing refunds**? Once your form is submitted it will be sent to the Student Activities Department at the District Office. They will review your request, verify the payment, and verify if the payment was to an account that is eligible for refunds. If the refund is eligible, Student Activities will send your request to the school office to start the refund process.

4. **How long will the refund take?** Once the Community Education, Nutrition Services and Student Club refund request is submitted, please allow up to four weeks for processing. Refund requests for field trips may take longer since we cannot process refunds for trips until we have received the refund from the travel vendor.

5. **What if I need a refund for a field trip?** We are working with travel vendors to cancel trips and seek refunds. Since this involves multiple hospitality vendors, such as hotels, these types of refunds will likely take longer to process. In most cases, the hospitality vendor must reimburse the travel vendor who will then reimburse the District which then reimburses the requesting student/family. Please be aware that if some portion of the trip has a non-refundable policy, field trips may not be refunded in full. Also, if payments for a field trip was made in the form of a tax credit contribution, that portion is non-refundable under state law since the contribution is a dollar-for-dollar tax credit that is deductible on state income tax. We are only able to refund to the extent of the refund given to the District.

6. **What is the process if my payment was a tax credit for Middle School Track Participation?** Tax credits are not refundable. You can roll your tax credit to a tax credit activity at the same school for the 2020 – 2021 school year. Tax credit funds must stay at the school where the original contribution was made and cannot be moved to another school. If your student is no longer at that school, the contribution could be applied to a tax credit activity for another student at that school. If you would like your tax credit moved to a credit for a future tax credit activity, within the same school, please submit this online transfer request.

7. **What if my field trip payment was in the form of a tax credit?** Tax credits are not refundable under state law. Contributions made by a tax credit for a field trip will roll to the next school year. These credits will be available for use for another tax credit activity at the same school.