



## BUS PASS REFUND REQUEST

# BUS PASS REFUND APPLICATION

*- one application per family -*

Refunds are approved if a student moves out of the District or moves to a non-transportable area. Refunds are prorated based on remaining full academic months. In addition, a \$10 processing fee is charged per pass. The District does not refund fees for students who are suspended or expelled from transportation or school for disciplinary reasons. Bus pass(es) must be submitted to receive a refund.

STUDENT NAME(S)	GRADE	SCHOOL	LAST DAY ENROLLED
1)			
2)			
3)			
4)			

REASON FOR REFUND REQUEST	
PRINT FIRST & LAST NAME	
MAILING ADDRESS	ZIP
CONTACT PHONE NUMBER	
REQUESTOR SIGNATURE	DATE

**Please submit pass & application to  
LBUSD Business Services, 550 Blumont Street, Laguna Beach, CA 92651**

<b>DISTRICT USE ONLY</b>	REQ DATE    /    /	PASS RECVD    YES / NO	LV DATE    /    /
APPRV    YES / NO	DATE    /    /	AMOUNT    \$	PO #