



# Nutrition Services Department

42 Blackjack Road, Suite 101

Fredericksburg, VA 22405

Phone: 540-654-9040 Fax: 540-371-7928

[www.staffordschools.net](http://www.staffordschools.net)

## REFUND REQUEST

Please complete ALL fields below and return to the Nutrition Services Department by email to [walterssr@staffordschools.net](mailto:walterssr@staffordschools.net). Refunds can take 4-6 weeks to process.

- Ensure that the AUTOPAY option is disabled by logging into your account at [schoolcafe.com](http://schoolcafe.com)
- Funds remaining on inactive accounts for more than one year may be relinquished to the state in accordance with the Virginia Deposition of Unclaimed Property Act.
- Notification of receipt of this form will be sent to the primary parent email address on file at the student(s) school.

STUDENT NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_

What school did the student attend during the most recent school year?

\_\_\_\_\_

PARENT NAME: \_\_\_\_\_

PARENT PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

### OFFICE USE ONLY

DATE RECD: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

DATE MAILED: \_\_\_\_\_