



"In Pursuit of Excellence"

School Nutrition – Refund Request Form

If your student is leaving the Walton County School District, you may request a refund of any money left in your student's account. A refund will be generated within 30 days after we receive your request. You may also choose to transfer funds to other students in the Walton County School District.

Once you have completed this form, you may, scan/email to Brenda Burrell (brenda.burrell@walton.k12.ga.us), or deliver it to our office at the BOE Annex (1820 Hwy 11).

**** Don't forget to disable any online automatic/recurring payments. ****

Please tell us the student whose account has the remaining funds:

Student name: _____ Date of birth: _____

School: _____ Student ID #: _____

Please tell us what to do with the remaining funds:

☐ Transfer to a student who needs funds. (We will not tell you who receives the funds, but your generosity is greatly appreciated.)

☐ Transfer to another student

Student name: _____

School: _____ Student ID # (if known): _____

☐ Full refund

Please sign to confirm your action. If you have requested a check, please complete remainder.

Parent/Guardian Signature:	Date:
Make check payable to:	
Street address:	
City, State, Zip:	
Email address:	

School Nutrition Office use

Vendor #:	Refund Amount \$:
-----------	-------------------