
SAYVILLE PUBLIC SCHOOLS
FOOD & NUTRITION DEPARTMENT

REFUNDS / TRANSFERS OF STUDENT BALANCES

Each year, the Department of Food & Nutrition receives numerous calls from parents and guardians with regards to how they should handle the transfer and/or refund of student balances. This notice will hopefully provide clarification of the procedures for Sayville Schools.

Please note that MySchoolBucks will not be able to handle any refund or transfer requests. All requests must be handled through the Sayville Food & Nutrition Department.

Transfers:

Transfers of student balances are available at any time up to 1 year after that student's graduation, or withdrawal from the district. Please note that balances do not automatically transfer to younger siblings. A request for transfer must be made.

Refunds:

Refunds can be provided for student balances \$10 and above, and are available at any time up to 2 months after that student's graduation, or withdrawal from the district.

- Again, please note that MySchoolBucks does not have the ability to refund your credit/debit transaction. Any transfer or refund must be handled through the Food & Nutrition Department directly.
- Finally, in order to process your student's refund, you will need to provide a brief note confirming the request for a refund. This note can be mailed in to Sayville Schools - Department of Food & Nutrition at the address below, or emailed to my assistant, Kristen Rokosz, at krokosz@sayvilleschools.org.

If you need further assistance or have any other questions with regards to the above, please feel free to contact the Department of Food & Nutrition at (631) 244-6555.

Thank you,

Michael Harpaul
Director of Food Services
Sayville Public Schools

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Phone: 631-244-6555