Kutztown Area School District
Meal Account Balance/Refund/Donation Request

Funds remaining in a student's account at the end of the school year are rolled over into his/her account for the following school year. Negative balances likewise carry over from one year to the next. If you owe money at the end of the school year, it will be deducted from any deposit made at the beginning of the following school year.

- Negative Balance Amount (upon withdrawal): _____

Student's Name: _____

Please contact Mrs. Kristen Berk kberk@kasd.org or 484-641-5543 to take care of this balance promptly.

If a student leaves the district, the funds remaining in his/her account will be automatically transferred into a sibling's existing account. If no sibling exists, the food service coordinator must receive this completed form within 60 days of withdrawal in order to process a refund. After 60 days, any unclaimed funds in the student's account shall be donated to a district family in need of assistance with their student meal account.

This form also is required for graduating seniors with remaining money in their account within 60 days of graduation. If this form is not received within 60 days of graduation, any unclaimed funds in the student's account shall be donated to a district family in need of assistance with their student meal account.

Thank you for reviewing this information and if you have any questions or concerns, please feel free to call/email KASD Food Service Coordinator at 484-641-5543 or kberk@kasd.org.

Student's Name: _____ Amount:_____

☐ Send refund of existing balance to:
Parent/Guardian's Name: _____
Mailing Address: _____

☐ Donate balance to a district family in need

_____ _____

Parent/Guardian Signature Date