

No. 808-AR-2
TUNKHANNOCK AREA
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

808-AR-2 Food Services

Requesting a Refund or Balance Transfer

Positive balances for underclassmen will automatically carry over to the subsequent school year. Refunds from student meal accounts **must be given** when a student graduates, leaves the district, or a special circumstance necessitates the refund. In these cases, the parent/guardian must complete a Lunch Refund Form located on the WWW.TASD.NET website. The form must be signed and sent to the Tunkhannock Area Food Services Office. The form can be provided to the Food Services Office using the following methods:

- Mail the form.
- Email the form (via attachment or a photo from your smart phone or tablet) to the Food Services Office utilizing the email address provided on the form.
- Bring the form to the Food Services Office.
- Reply to the email that is sent from Mealtime.

Refunds, transfers, or donations cannot be processed without a completed Lunch Refund Form or email request. All students, regardless of paying full price or receiving free and reduced priced meals are handled under these same guidelines.

If Tunkhannock Area School District does not receive a Lunch Refund Form within 3 years of having a positive balance the funds will be turned over as Unclaimed property at the Department of Treasury.