

Requesting an Account Refund or Balance Transfer

Refunds must be given when leaving the Tunkhannock Area School District due to moving out of the school district, having a graduating senior or in other approved special circumstances. **Account balances can be transferred to younger siblings, be reimbursed or it can be given to the Cafe donation account for other student's meals.** All students, regardless of paying full price or receiving free and reduced-priced meals, are handled under these same guidelines.

Parent/guardians must complete a Lunch Refund Form (second page or can be found on the district website at www.tasd.net) to have the amount refunded, transferred to a sibling, or to the donation account. The form must be signed and sent to the Tunkhannock Area School District, Food Service Coordinator, Jackie Shaver via the following methods:

- *Mail the form- Address is located on the form*
- *Email the form to the Food Services Coordinator's Office utilizing the email address provided on the form*
- *Bring the form to the Food Services Coordinator located in the High School*

Also, you will receive an email from **mealtime** with your positive balance once your child has left the district. Parents can respond to the email stating what they would like done with the positive balance.

Positive balances for underclassmen will automatically carry over to the subsequent school year.

Special Information

By signing this form, you acknowledge receipt of the above information. Please note that if the Tunkhannock Area School District does not receive a Lunch Refund Form within 3 years of having a positive balance you acknowledge that the funds will be turned over as Unclaimed property to the Department of Treasury.

Parent/ Guardian

Signature:_____

Tunkhannock Area School District

Food Service Coordinator

LUNCH ACCOUNT REFUND APPLICATION

Student(s) Name:

Please select one of the options listed below.

1. ☐ I prefer to donate the balance for the benefit of other student(s) in the Tunkhannock Area School District.

2. ☐ Transfer this balance to the student lunch account of:
School:

3. ☐ Please send a refund for this amount: \$

Make the check payable to: Mail to:

*** If notification is not received from the parent/guardian, any remaining balance, regardless of amount (down to 1 cent), will be turned over as unclaimed property to the Department of Treasury after 3 years.**

Parent/guardians must complete a Lunch Refund Form (second page) to have the amount refunded to them. The form must be signed and sent to the Tunkhannock Area School District, Food Service Coordinator, Jackie Shaver via the following methods:

- Mail the form- Address is located on the form
- Email the form to the Food Services Coordinator's Office utilizing the email address provided on the form
- Bring the form to the Food Services Coordinator located in the High School

Signature _____

Date: _____

*If you are not sure if there is money owed to you, please contact the Food Services Coordinator's office.

Tunkhannock Area School District Food Service Coordinator's, 135 Tiger Drive, Tunkhannock, PA 18657 or jackie.shaver@tasd.net. If you have any questions, please contact Jackie Shaver at 570-836-8268.