

Franklin County Schools
School Nutrition

**Disbursement of Remaining Funds in Meal Account
After Student's Withdrawal from School**

- A refund for any money left in the student's meal account must be requested not later than 10 days after the official day of the student's withdrawal. The *School Nutrition Account Refund Request Form* (3.500.13 – Administrative Procedure) must be filled out completely and returned as indicated on the form.

An up-to-date correct mailing address (if applicable) must be included.

The form is also to be used if the parent/guardian wants the balance in the meal account to be transferred to a sibling or other designated person.

- Any money left in a student's meal account after the tenth day following the official withdrawal date will be transferred to an "extra money" account and it will be deemed as a donation to the School Nutrition Program; it will be designated as a restricted account to be used for other 'accounts in dire need' as determined by the Director - School Nutrition, with input from the applicable School Nutrition Manager and School Principal.
- If the student's account has a remaining balance of more than \$50.00 and a refund is not requested within the specified timeframe, every effort will be made to contact a parent or guardian.

- If the student withdraws (with a balance in the meal account) and then returns to Franklin County Schools the following school year, the funds may be re-activated and applied to the appropriate meal account.