



**Request for Refund or Transfer of Cafeteria Funds**

**Student Information:**

Name(s) \_\_\_\_\_

School Attending \_\_\_\_\_

Balance on Cafeteria Prepaid Account: \_\_\_\_\_

Reason for Refund (circle one)

Withdrawn    Graduated    Other (specify) \_\_\_\_\_

**Please select ONE of the three options below regarding how to disburse the balance of your student(s) lunch account:**

**CHECK (will be mailed)**

Requested by: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date of Request \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

**TRANSFER to student(s) within Wabash City Schools**

1. Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_ Amount \_\_\_\_\_

2. Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_ Amount \_\_\_\_\_

**DONATE** the balance of my student's account to the Hungry Kids Fund.

These funds will be used to support students in need

***\*If this completed form is not returned to the address below within 6 months of withdraw or graduation for inactive students, the full student balance will be transferred to the Hungry Kids Fund within WCS.***

**SIGNATURE** \_\_\_\_\_

**Date** \_\_\_\_\_

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Please submit form to:  
**Wabash City Schools, PO Box 744, Wabash, IN 46992**

\*if replenished payments are set up through RevTrak, this feature will need to be disabled by the student's guardian on the RevTrak website to prevent further payments.

Refunds may take up to four weeks to process. Checks will be mailed to the name and address listed above. Transfer of funds to other students will be processed within a week from receipt of form.

Graduating student cafeteria fund balances will automatically be allocated to sibling accounts without the need for completion of this form.