



Meal Account Balance Refund or Transfer Request

Dear Parent/Guardian,

Your student has a positive Meal Account Balance of _____. Since your student is no longer attending Provident Charter School according to Provident's [Meal Charge Policy](#) you are entitled to a refund or transfer of funds.

Refunds from student meal accounts will be granted when a student's balance exceeds \$4.00 and the student is graduating, leaving the District, or a special circumstance necessitates the refund.

To request reimbursement or a transfer of funds, complete the requested information below and return this form by June 15 of the current school year. After June 15, unclaimed account balances and meal accounts with a balance of \$4.00 or less, will be anonymously donated to families in need of assistance with their student meal account(s).

Please note, at the end of the school year, any funds remaining in a student's meal account will be automatically carried over to the following school year.

Please complete the information below, sign, and return to the Food Services Department by June 15 of the current school year. For answers to specific questions, please email kwilliamson@providentcharterschool.org or call 412-709-5160 ext 301.

Student Name: _____

Choose One:

- I am requesting the balance in the above named student's meal account be refunded to me.
- I am requesting the balance in the above named student's meal account be transferred to the following child's meal account: _____
- I am requesting the balance in the above named student's meal account be donated to assist District families in need.

Printed Name of Parent/Guardian: _____ Phone Number _____

Parent/Guardian Signature: _____ Date: _____