

## Food Services/Nutrition Account Transfer and Refund Requests

### **Requesting a transfer of funds between my students' accounts**

Prior to requesting a transfer or refund request: [www.MySchoolBucks.com](http://www.MySchoolBucks.com) users must log and deactivate "Automatic" settings as the payment method prior to requesting a transfer or refund.

Meal account transfers can be requested by e-mailing the following information to [psmith@salem.k12.va.us](mailto:psmith@salem.k12.va.us)

**Transfer FROM:**

Student Name \_\_\_\_\_

SCS Student ID # \_\_\_\_\_

School Name \_\_\_\_\_

**Transfer TO:**

Student Name \_\_\_\_\_

SCS Student ID # \_\_\_\_\_

School Name \_\_\_\_\_

This above section can also be used to donate unused meal account funds to help students with unpaid meal debt. All funds donated will be applied directly to offset meal debt for students with the greatest need. If no student information is listed in the "Transfer TO" section, the funds will be seen as a donation and treated as such.

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### **Requesting a refund for my student's meal account**

Prior to requesting a transfer or refund request: [www.MySchoolBucks.com](http://www.MySchoolBucks.com) users must log and deactivate "Automatic" settings as the payment method prior to requesting a transfer or refund.

Meal account refunds can be requested by e-mailing the following information to [psmith@salem.k12.va.us](mailto:psmith@salem.k12.va.us)

Student Name \_\_\_\_\_

Student ID # (listed on the student's schedule) \_\_\_\_\_

School Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Check Payable To \_\_\_\_\_

Mailing Street Address (City, State and Zip) \_\_\_\_\_

Phone # \_\_\_\_\_

### **Per Policy EFB-SR:**

On June 30 of each year, balances for all graduating seniors will no longer be visible in MySchoolBucks. Food and Nutrition Services will have access to balance files and parents may request a transfer or refund until June 30 of the following year using the above methods.

Any balances left after June 30 of the year after the student graduates will revert to the division to be used to offset unpaid student meal debt and/or held as unearned revenue to offset future unpaid student meal debt.