

## Refund/ Transfer Request

Chesapeake Public Schools  
School Nutrition Services

If your child is withdrawing or graduating from Chesapeake Public Schools and they have a balance on their student Meal and/or General Account, there are two options for handling the remaining funds:

1. You may request a refund by completing the Refund Request portion of the form below.  
OR
2. You may transfer balances from one student account to another student account within the same household by completing the Transfer Request portion of the form below.

Any questions should be directed to the Business Manager, Lana Smith, at 757-547-1470 or [lane.smith@cpschools.com](mailto:lane.smith@cpschools.com)

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### Refund Request

Student: \_\_\_\_\_ ID#: \_\_\_\_\_ School: \_\_\_\_\_

I would like the balance of my student's Meal/ General account(s) refunded and mailed to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Transfer Request

From:

Student: \_\_\_\_\_ ID#: \_\_\_\_\_ School: \_\_\_\_\_ Meal\$: \_\_\_\_\_ General\$: \_\_\_\_\_

To:

Student: \_\_\_\_\_ ID#: \_\_\_\_\_ School: \_\_\_\_\_ Meal\$: \_\_\_\_\_ General\$: \_\_\_\_\_

From:

Student: \_\_\_\_\_ ID#: \_\_\_\_\_ School: \_\_\_\_\_ Meal\$: \_\_\_\_\_ General\$: \_\_\_\_\_

To:

Student: \_\_\_\_\_ ID#: \_\_\_\_\_ School: \_\_\_\_\_ Meal\$: \_\_\_\_\_ General\$: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit the completed form to [lane.smith@cpschools.com](mailto:lane.smith@cpschools.com) or fax to 757-547-0916 ATTN: Lana Smith

Office Use Only

Amount of Refund: \_\_\_\_\_ Cash Received By: \_\_\_\_\_ Transfer completed: \_\_\_\_\_