

# Credit & Refund Options

## Valley View School District Student Fee Refund Policy

In the event of an account overpayment:

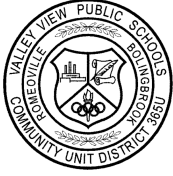
- 1.) By default, the student account will carry a credit balance until spent. The credit will carry forward into next year, if not spent in current year.
- 2.) If requested by parent/guardian, the overpayment amount will be applied to a sibling's account if that student has an outstanding balance.
- 3.) If requested by parent/guardian, the overpayment amount will be applied to the student's food service account.

Refund checks will only be issued for amounts \$25.00 or greater when requested by parent/guardian by June 30th of the payment year. If parent/guardian does not want a credit issued as detailed above, they complete a refund request form and a refund check be issued. The check will be issued to the parent/guardian on the student's record, unless a written request is submitted that specifies otherwise.

<b>Transfer Example 1</b>	Overpayment remains on the student account as "Credit - Carried Forward."
<b>Transfer Example 2</b>	Overpayment is applied to a sibling's account.
<b>Transfer Example 3</b>	Overpayment is applied to the student's food service account.

<b>Refund Example 1</b>	<p><u>Refund of Waiver Amount Applied to Other Fees</u></p> <ul style="list-style-type: none"> <li>• Student was approved for waiver after the waiver amount was paid, and other fees are still owed - a refund should be applied to those outstanding fees.</li> </ul>
<b>Refund Example 2</b>	<p><u>Refund Optional Fee, Prorated Fees or Prorated/Full Waiver</u></p> <ul style="list-style-type: none"> <li>• Student/parent changes their mind about an optional fee (Drivers Ed, Parking Permit, Band Instrument Rental).</li> <li>• Student was approved for waiver after the waiver amount was paid, and no other fees are owed - a refund should be issued for the waiver amount.</li> <li>• Student was approved for a waiver mid-year after the full waiver amount was paid - a refund should be issued for the prorated waiver amount.</li> </ul>
<b>Refund Example 3</b>	<p><u>Overpayment or Student Drops Prior to Start</u></p> <ul style="list-style-type: none"> <li>• Student fee record includes a "credit/carry forward" amount of greater than \$25, and the parent/guardian requests a refund check.</li> <li>• Student drops prior to school start date, after fees were collected.</li> </ul>

*The following pages include screen prints and steps to complete in the Maintain Student Fees and Payments screen for each transfer & refund example.*



## VALLEY VIEW COMMUNITY UNIT SCHOOL DISTRICT 365

# Credit & Refund Authorization Form

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The credit will carry forward into next year, if not spent in current year.
- 2.) If requested by parent/guardian, the overpayment amount will be applied to a sibling's account if that student has an outstanding balance.
- 3.) If requested by parent/guardian, the overpayment amount will be applied to the student's food service account.

Refund checks will only be issued for amounts \$25.00 or greater when requested by parent/guardian by June 30th of the payment year. If parent/guardian does not want a credit issued as detailed above, complete this form and a refund check be issued. The check will be issued to the parent/guardian on the student's record, unless otherwise specified below. Please allow 5-10 business days for credit and 3-4 weeks for refund processing.

STUDENT NAME	STUDENT ID#
PARENT/GUARDIAN NAME	

Please select one of the following credit/refund options below:

- Apply the overpayment to a sibling's account.

SIBLING NAME	SIBLING STUDENT ID#
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- Apply the overpayment to my child's food service account.

- Issue a refund check.

*If the refund check should be issued to someone other than the parent/guardian, please indicate the name and address here:*

NAME	ADDRESS
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\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE