

Somerset Public Schools

Somerset-Berkley Regional School District

If your son or daughter has recently graduated from the Somerset Berkley Regional High School, or has transferred to another school other than Somerset Public Schools/SBRSD, and you would like to request a refund of any remaining balances on your student(s) Food Service account, please complete the following information and forward it to the below address. For Somerset Middle School 8th grade families, please only complete this form if your student will not be attending Somerset Berkley Regional High School next year.

This form should be completed and returned by July 31st of the current year, otherwise, all remaining balances will be considered forfeited to the School District.

You may also request any available funds be transferred to another student within your household who still attends the Somerset Public Schools and/or the Somerset Berkley Regional High School. Please complete boxed section for this request. Please note that funds CANNOT be transferred from a SPS student to a SBRSD student as these are two separate districts.

Student Name

Current Grade

Student Address

Requested Refund Balance Amount (\$)

Payee Name

Email

Payee Address (If different than student address)

Phone #

Parent/Guardian Signature

Date

Request Please check one:

- ☐ Refund Balance
- ☐ Transfer to sibling
- ☐ Donate to Food Service Program for the benefits of students

If transferring funds to another student account within the school district, please complete the following:

Student Name: _____

School: _____

Grade level for upcoming school year: _____

If you have any questions, please feel free to contact Kelly Pavao at pavaok@sbregional.org, or at 508-324-3100 ext 3218.

Checks will be processed within four weeks of the receipt of this completed and signed form. Please ensure you include a payee name and current mailing address above.

Cc: Kayla Marsden, CFO