

Holton Unified School District

Refund Request Form

Please complete all the information below. Complete one form for each student for which you are requesting a refund.

STEP 1: PATRON INFORMATION

<input type="text"/>		<input type="text"/>	
Student Name		Parent Name	
<input type="text"/>		<input type="text"/>	
Email		Phone	<input type="radio"/> Cell <input type="radio"/> Other
<input type="text"/>		<input type="text"/>	
Address		Suite/Apt #	
<input type="text"/>			
City, State and Zip:			
<input type="text"/>			

STEP 2: REFUND DETAILS

Refunds will be made at 100% for fees paid toward PreK Tuition for 3 year old classes for March, April and May and Before and After School Care for March, April and May.

Refunds will be made at 60% for 2nd Semester Snack Fees and 2nd Semester Transportation.

Refunds will be made for food service money in your student's account if you wish to request it. It can be left in the account and will carry over to next school year. Please Note: Request for refunds from your student's food service account will be handled at the District Office and could take longer to process as this is a federal program.

Please indicate the fees you are requesting reimbursement for.

STEP 3: AUTHORIZATION

By signing below, I confirm that:

- 1. I am the parent or guardian that paid the fees that are being submitted for refund.
- 2. USD 336 or its employees may contact me to request further clarification or information before my refund is processed.

Signature 1

Date (Day / Month / Year)

STEP 4: SUBMIT FORM

Please return this form by mail or fax to the school where each child attends:

Holton High School

Holton Middle School

Holton Elementary School

901 New York Ave

900 Iowa Ave

812 W 5th St

Holton, KS 66436

Holton, KS 66436

Holton, KS 66436

785-364-5360

785-364-5460

785-364-4844

Your refund will be mailed to you at the address you provide. If your address is different than we have in our system we will call for verification. Please allow 14 days for your refund to be processed. Refunds from the food service program could take longer to process.