



Activity Participation Fee Refund Request Form

Save this document to your computer, complete, save again then print.

The following guidelines outline the procedure to request refund for a student who did not participate in any of the activities offered by the school.

1. Submit an Activity Participation Fee Refund Request Form to the building principal or designee between the dates of May 1 – 30 of the current school year.
2. The principal or designee must provide an approval signature verifying student did not participate in an activity supported by the activity participation fee.
3. The building office will process the request and issue a refund check to the parent. The refund will be mailed to the address stated on the Refund Request Form.

Student's Name:

Parent/Guardian:

Address:

City/State/Zip:

- 6th Grade Student (Refund \$15)
- 7th Grade Student (Refund \$30)
- 8th Grade Student (Refund \$35)
- High School Student (Refund \$65)

By submitting this refund request, I am stating that my student(s) did not participate in any of the activities offered by the school. I understand that my refund request must be approved by the principal of my student's school who will verify whether or not my student participated in an activity supported by the activity fee program.

Parent's/Guardian's Signature

Date

Principal's Signature

Date