



Allen ISD Student Nutrition Department
Student Refund/Transfer Form
1451 N Watters Rd
Allen, TX 75013
Contact: 972-727-0545 Fax: 214-383-7498
studentnutrition.services@allenisd.org

This form is used to communicate with the Allen ISD Student Nutrition Department your desire to receive a refund or transfer money that is currently in your student's cafeteria account. Completed forms should be emailed to studentnutrition.services@allenisd.org or fax to 214-383-7498.

Refunds will be processed within 10 – 12 business days and mailed to the address provided below. Any refunds under \$5.00 for must be done in person from the Cafeteria Manager.

Please complete the information below. Thank you!

* Required Field

*Parent/Guardian Name: _____

*Mailing Address: _____

*Daytime Phone #: _____ *Email Address: _____

*Student Name: _____ Student ID # (if known): _____

*School: _____ Amount in Account: _____

My student's cafeteria account has a balance. Please process these funds accordingly:

[] REFUND, please turn off Automatic Payments [] TRANSFER, please complete information below [] DONATE

Transfer to:

Student Name: _____ Student ID # (if known): _____

Amount: _____ School: _____

Student Name: _____ Student ID # (if known): _____

Amount: _____ School: _____

Submitted by: _____

Date: _____