



Arlington

INDEPENDENT SCHOOL DISTRICT

More Than a Remarkable Education

**Food & Nutrition Services Department
Refund/Transfer Form**

*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

TRANSFER

If a transfer is requested, please complete the information below.

Transfer to:

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

Amount: _____ School: _____

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

Amount: _____ School: _____

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

Amount: _____ School: _____

Refunds will be processed within 10 – 12 business days and mailed to the address provided above.

Saved forms should be emailed to dharmon@aisd.net or dhughes@aisd.net. You can also mail the form to AISD Food and Nutrition Services, 1206 W. Arkansas Ln, Arlington, TX 76013 or personally deliver to the same address.

If you have questions, contact the A.I.S.D. Food and Nutrition (FNS) Office at 682-867-7624 or 682-867-7682.

Refund/Transfer Form Instructions:

This form is used to communicate with the AISD Food & Nutrition Services Department your desire to receive a refund or transfer money that is currently in your student's cafeteria account. The form, once completed and saved, will need to be emailed (as an attachment), printed and mailed or hand delivered to the FNS office.

To email the form (preferred): Download the form to your computer. Open the form and complete all appropriate information. Save the form. Open your preferred email program and attach the form to an email that will be sent to the following account(s).

Email: dharmon@aisd.net or dhughes@aisd.net

To mail or hand deliver the form: Download the form to your computer. Open the form and complete all appropriate information. Save the form. Print the form for mailing or delivery by hand.

Mail or deliver: 1206 W Arkansas Ln, Arlington, TX 76013

Boxes, on the form, highlighted in red and marked with an asterisk (*) are required fields. Please provide as much information as possible to expedite the process.

If you have any questions, contact the AISD Food and Nutrition (FNS) Office at 682-867-7624 or 682-867-7682.