Upland Unified School District
Refund/Transfer/Donation Request Form

Refund checks are processed and mailed within 30-45 business days.
You may **email** the signed form to nutrition_services@upland.k12.ca.us or
mail to: Nutrition Services Accounting, 390 North Euclid Avenue, Upland, CA 91786

I,_____ am requesting a refund/transfer/to donate my son/daughter(s) lunch account (see below).

1. Student's Name_____ School_____

Grade_____ Amount $_____

2. Student's Name_____ School_____

Grade_____ Amount $_____

3. Student's Name_____ School_____

Grade_____ Amount $_____

Transfer or Donation Request

Transfer from Student: _____
Student's School: _____

Transfer to Student: _____
Transfer to Student's School: _____
Amount Transferred: $_____

Transfer to Student: _____
Transfer to Student's School: _____
Amount Transferred: $_____

Donate to Principal's Lunch Loan Account: $_____

Reason For Request:

Please place in "x" in the appropriate box:

- ☐ Change in Free/Reduced eligibility
- ☐ Student no longer enrolled in Upland Unified Schools
- ☐ Student has graduated or will graduate this current school year
- ☐ Overpaid/Other _____

Please Complete Each Section Below:

Incomplete information or failure to sign will delay processing of your request.

Parent/Guardian Name (please print):_____

Address of:_____

City: _____ State: _____ Zip:_____

Contact Number (_____)_____-_____ E-mail Address_____

Signature (REQUIRED):_____ **Date**