

SHREWSBURY PUBLIC SCHOOLS

BUS TRANSPORTATION REFUND REQUEST FORM

PLEASE NOTE: No refund requests will be accepted after August 29 and mailed requests must have a postmark of August 29.



Today's Date: _____

Student Name: _____

Student ID # for SPS: _____ OR Private School attending: _____

Method of Payment:

Check _____ Money Order/Cash _____ On line CC -School Pay _____

Reason for refund request:

Person requesting refund: _____

Relationship to student: _____

Amount of refund requested: \$ _____

Person's name you would like us to make check payable to: _____

Address to mail check to:

Contact person's telephone number: _____

Signature: _____

Send completed form to SPS, 100 Maple Ave, Shrewsbury, MA 01545 Attn: Dotty Flynn

Please allow up to 3 weeks for processing of your refund. Late fees will not be refunded.

TRANSPORTATION PROCEDURES AND REGULATIONS - Payments are non-refundable unless requests for refunds are made and received *PRIOR* to the first day of the new school year (August 29) with a \$25 processing fee.

Request Received in Central Office: _____ Processed for payment: _____

Power School Updated: _____ Sean/AA has been notified student no longer needs busing: _____

Proof of payment attached: _____