

# 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: \_\_\_\_\_