

Franklin Towne Charter High School

Food Services

Student Meal Account Funds- Return Policy

Positive balances for underclassmen will automatically be carried over to the next school year.

Refunds from student meal accounts will be granted when a student is graduating, leaving the district, or a special circumstance necessitates the refund.

In the event that a student has positive funds in their school meal account at the time of graduation or transfer, parents/guardians may choose one of the following three options:

1. Transfer funds to a sibling's account at FTC
2. Request a refund
3. Donate funds to Towne Connections

To indicate which option you prefer, please complete the *Meal Account Balance Refund or Transfer Request* form on the following page by June 16th of the current school year.

After June 16th, unclaimed account balances will be donated to Towne Connections.

Franklin Towne Charter High School

Meal Account Balance Refund or Transfer Request

Please complete the information below, sign, and email to: tcastor@franklintowne.org or mail to: Franklin Towne Charter High School ATTN: Food Services 5301 Tacony Street Philadelphia, PA 19137 by June 16th of the current school year. For further assistance, please call 215-289-5000.

Student Name: _____ School: _____

Student ID#: _____ Balance: _____

Choose One:

☐ I am requesting the balance in the above-named student's meal account be refunded to me.

Make check payable to: _____

Mail check to: _____

☐ I am requesting the balance in the above-named student's meal account be transferred to the following child's meal account:

Student Name: _____

Student ID#: _____

☐ I am requesting the balance in the above-named student's meal account be donated to Towne Connections.

Reason for Refund:

☐ Student has graduated

☐ Student has withdrawn from FTC

☐ Other: _____

Printed Name of Parent/Guardian

Phone Number

Parent/Guardian Signature

Date