Franklin Towne Charter Elementary School

Food Services

Student Meal Account Funds- Return Policy

Positive balances for students 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.

Franklin Towne Charter Elementary School

Meal Account Balance Refund or Transfer Request

Please complete the information below, sign, and email to: mgasparo@franklintowne.org or mail to:
Franklin Towne Charter Elementary School ATTN: Food Services 4259 Richmond Street
Philadelphia, PA 19137

For further assistance, please call 215-289-3389.

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☐ Student has graduated   ☐ Student has withdrawn from FTC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