

SHREWSBURY PUBLIC SCHOOLS

FY23 BUS TRANSPORTATION REFUND REQUEST FORM

PLEASE NOTE: No refund requests will be accepted after August 30, 2022 and mailed requests must have a postmark of August 30, 2022



Today's Date: _____

Approved by April Yu: _____

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: _____

Account 232332-484000

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: _____

Please return **original** signed form via US Mail to SPS, 100 Maple Ave, Shrewsbury, MA 01545 Attn: April Yu

Or drop off at School Dept. in the Town Hall, 100 Maple Ave, Shrewsbury, MA 01545

We need to have original form in order to process. *Email copies are not accepted*

Please allow up to 2 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 30, 2022).

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

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

Proof of payment attached: _____