

SHREWSBURY PUBLIC SCHOOLS

FY25 BUS TRANSPORTATION REFUND REQUEST FORM

PLEASE NOTE: No refund requests will be accepted after August 27, 2024 and mailed requests must have a postmark of August 27, 2024



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 27, 2024).

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

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

Proof of payment attached: _____