



Oak Ridge Schools

Food Services Refund Procedure

Refunds

Any student who is withdrawn or graduating must submit a Refund Request Form for a refund of any money remaining in their account. Forms should be submitted to the cafeteria manager or to the Food Service Department office. In order for a refund to be issued the form must be filled out and signed by the parent/guardian and include the child's full name and the address where the refund is to be mailed. Refund request forms are located at the Food Service Department office, cafeterias and the district website. Please return completed forms to the cafeteria, or mail/fax to the Food Service Department for processing. Oak Ridge Schools Attn: Food Service Department, PO Box 6588, Oak Ridge TN 37831-6588. Fax (865)425-9060.

Please allow 3 weeks for processing of the Refund Request.

Unclaimed Funds

All refunds must be requested within 90 days of student graduation or withdrawal. After that time unrequested balances will then be considered a donation to Oak Ridge Schools Cafeteria Fund.