



## Student Meal Account Refund Procedure

**\*Please note, if you set-up automatic meal account payments through MySchoolBucks, you will need to turn-off this feature before requesting a refund.**

To request a refund of student meal account funds:

- Parent/Guardian can send an email request for a refund to [meal-accounts@msdr9.org](mailto:meal-accounts@msdr9.org). Please make sure to include student's name and a current address. A Mehlville School District check will be mailed to the address stated in the email.
- Families may choose to donate the remaining meal account balance to a student in need within the District. Funds will be applied to the District's "Pay it Forward" meal fund. Please send an email to [meal-accounts@msdr9.org](mailto:meal-accounts@msdr9.org) with your donation request.
- Refunds must be requested within one school year. Unclaimed funds will then become the property of Mehlville School Food & Nutrition Services and applied to the Pay it Forward donation program for students in need who have negative balances in their meal accounts.

If you have any questions, please contact the School Food and Nutrition office at (314) 467-5250.