

## **Kosher Meal Plan Refund Policy**

Refunds are based upon the Refund Schedule. Refunds include only the base price of meal plan; excludes all other fees.

In order to receive a refund, you must submit a written refund request (via email) to Liz Donaldson, Business Manager. Please include student's name, UID, and reason for adjustment. Requests will be honored based on the date of the email.

### **Refund Schedule**

<b>Date</b>	<b>Refund Percentage</b>
Before August 28	100
August 28 – September 30	50
October 1 – November 1	25
After November 1	No Refund
Before January 27	100
January 27 – February 28	50
March 1 – April 8	25
After April 8	No Refund

Parents/Students who opt for ACH monthly withdrawal plan are still responsible for the remaining percentage of the balance due. This amount will be automatically deducted at the next withdrawal date.

Upon verification by the Business Office, refunds are processed by check and will be issued to the parent. Credit balances attributable to payment made by personal check are subject to a 30-day hold to insure that the check clears the bank before a refund check will be issued. All refund checks are mailed to the permanent home address on record.