

Policy on Unclaimed Excess Student and Lunch Fees

Purpose:

The purpose of this policy is to establish guidelines regarding unclaimed excess student and lunch fees following graduation from Meridian Community Unit School District 223 (Meridian CUSD 223).

Policy Statement:

Meridian CUSD 223 is committed to responsibly managing and closing out student accounts. To ensure effective fund management, this policy sets forth the protocol for unclaimed student and lunch fees remaining after graduation.

Policy Guidelines:

1. **Eligibility for Refunds:**

Graduating students with positive balances in student or lunch accounts are eligible to request a refund within 18 months following their graduation date. Parents or guardians may also submit a refund request on behalf of the student.

2. **Request Process:**

Refund requests must be submitted in writing to the District Office. Documentation should include the student's name, graduation date, and account details. The district will process refunds within 30 days of receiving a complete request.

3. **Unclaimed Funds After 18 Months:**

If a refund has not been requested within 18 months following graduation, any remaining balance in the student's account will no longer be earmarked for that student. These unclaimed funds will be transferred to the district's general fund to support educational and operational needs.

4. **Notification to Students and Families:**

Meridian CUSD 223 will make a reasonable effort to notify students and families of this policy prior to graduation and again within the 18-month post-graduation period.

Effective Date:

This policy is effective as of [Insert Effective Date]. For any inquiries regarding unclaimed funds or the refund request process, please contact the Meridian CUSD 223 District Office.