



*A Community of Learners*

## **Winnetka Public Schools Refund Practice**

### **Requests for refunds of previously paid services will be handled as follows:**

All refunds are exclusive of processing fees passed on to the District by our credit card processor, these fees will be deducted from your refund.

Refund requests for: **Bus, Lunch, or Extended Play fees**, received by the District Office **PRIOR TO** September 15th, will be issued at 100%.

Refund requests for: **Bus, Lunch, or Extended Play fees**, received by the District Office **AFTER** September 15th, will be issued at 40%.

Refunds will not be issued for any requests received after Winter Break.

\*\* Requests for **Lunch Program Changes** will be honored thru September 30th. The revised fees will be adjusted accordingly - at the original registration rates. Revised fees will not be pro-rated. Changes will not be honored after September 30th.

### **Refunds for Families Leaving the District:**

All refunds are exclusive of processing fees passed on to the District by our credit card processor, these fees will be deducted from your refund.

Families who notify the **District PRIOR TO the first day of school** - that they are leaving the District, prior to the first day of school - will be refunded all fees previously paid for the new school year at 100%.

Families who leave the District any time prior to Winter Break, may request a refund of fees from the District Office - to be issued at 40% of the original fees paid.

Refunds will not be issued to families who leave the District after Winter Break.

Refund requests and/or lunch changes should be submitted via e-mail to:  
[marylee@winnetka36.org](mailto:marylee@winnetka36.org).