



LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Business Services, 550 Blumont Street, Laguna Beach, CA 92651

Application for School Bus Pass Refund

Refunds are approved **ONLY** if a student **MOVES** out of the District, or **MOVES** to a non-transportable area. Refunds are prorated based on full, unused months. In addition, a \$10.00 processing fee is charged. The District **DOES NOT** refund fares for students who are suspended or expelled from transportation or school for disciplinary reasons. **Bus pass must be attached to this application to receive a refund.**

Student Name(s)	Grade	School	Last Day Enrolled

Reason for refund request: _____

Name and address of where refund check should be mailed: *(Please print)*

Requested by: _____
Parent/Guardian Signature *Date*

Contact phone #: _____

(If approved - Refund check will be mailed to address above within three weeks)

Submit Applications to the address above

District Use Only:

Date request received: _____ Bus pass returned: _____ Aeries leave date: _____
Approved: _____ Date: _____
Amount Refunded: _____ Purchase Order #: _____