

# \$ Transfer & Refund Info

please review entire document



## Transfer & Refunds for Students: Graduated or Withdrawn

If you are inquiring about a refund or transfer of your child/children's MySchoolBucks account please read instructions/information below, as there are several scenarios to consider.



If your child is REMAINING at MBUSD but moving up a grade to a school within the District, you do not need to do anything. The account will be available at the MBUSD school that they will be attending; the account will update when we roll-over our database in August.



If your child has GRADUATED or has WITHDRAWN from the District, AND is your ONLY CHILD IN THE DISTRICT then request a REFUND CHECK\*.



*Please send an email to [LAgee@mbusd.org](mailto:LAgee@mbusd.org) stating such and list your child's full name, school and an explanation. Also, please confirm your name and address and relation to the student.*



If your child has GRADUATED from the District, **AND you have** OTHER CHILDREN IN THE DISTRICT, please REQUEST A TRANSFER.



*Please send an email to [LAgee@mbusd.org](mailto:LAgee@mbusd.org) stating such and list your child that has graduated full name, the name of the student still at the District, that the funds are being transferred to, the name of his/her school, and an explanation. Also, please confirm your name and relation to the student.*



Log into your [MySchoolBucks.com](https://MySchoolBucks.com) account and remove the student from your profile. After the transfer or refund of the student has been completed and the student has been deactivated, YOU WILL CONTINUE TO SEE A BALANCE. Since the account is deactivated in the main database, the info is NOT UPDATED, therefore please do not rely on that information. You will receive a confirmation email, stating that your request has been completed.



All refunds and transfers for graduating seniors and/or students leaving the district will take up to 30 days to process.

**\*Refund checks will NOT be mailed for balances less than \$5.00;** you can donate the remaining monies to a student with a negative balance or you are welcome to pick-up the check from the office once you have been notified that it is ready for pick-up.



**You will not receive a confirmation email that your email has been received.** If more info is needed, or your request can not be executed, you will be notified.



**Graduated/Withdrawn student accounts are inactive so you will not see a change in the balance,** even after you receive confirmation that the transfer/refund request has been completed.