

Instructions to complete refund claim form

Download the PDF Fillable refund claim form, “save as” into a desktop folder, (you could create a “refund” folder), name it as “blank” refund claim form.

You will then need to “save as” the student name maybe a \$ amount, trip, however you would like to save it (Ex: Smith \$60 Disney Trip)

Complete the form and save your information.

To move on, go back to your blank refund claim form, “save as” the student along with how you would distinguish it, complete the form again, save your work and then go back to the “blank refund form” and repeat.

Please check your forms every so often to make sure the data is there, and they look good. You don’t want to do a stack and find them all blank