

Community High School District 99 South - Mustang Bands

**Student Account Refund Request Form**

Students wishing to obtain money from their student account, either for payment or reimbursement of expenses from band fees, activities, lessons, equipment, merchandise, trips (\$25 per day is the maximum allowed for trip expenses), or for any other approved music-related expenses, may request reimbursement by filling out this form. Payment may also be made directly to a private lesson instructor. If reimbursement for lessons or purchases is requested, copies of receipts or cancelled checks should be attached to this form. Checks will be issued upon approval by the Mustang Band Booster Board.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Amount requested: \_\_\_\_\_ Current account balance: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Please make the check payable to: \_\_\_\_\_

- Mail check to home address
- Send payment directly to lesson instructor - *Please provide name and address of instructor if you select this option*