



## Cashless Schools Wallet Balance Refund Request Form

This form is to be used for the request of a refund for the balance remaining in a Parent's Cashless Schools On-Line Wallet. Balances must first be "Paid" to HDSB via the payment of the "Cheque Requested from HDSB - Refund Wallet Balance" Fee on Cashless Schools. Balances that have not been paid to HDSB through this process cannot be refunded by HDSB.

**Please print clearly. Illegible or incomplete forms will not be processed**

School: \_\_\_\_\_

Name of Student (Full Legal Name): \_\_\_\_\_

Requested Refund Amount (must match amount paid for "Cheque Requested from HDSB - Refund Wallet Balance" Fee paid on Cashless Schools: \_\_\_\_\_

Name to be printed on cheque: \_\_\_\_\_

Address cheque to be mailed to:

Street \_\_\_\_\_

City, Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Contact email or phone number: \_\_\_\_\_

Personal information on this form is collected under the authority of the *Education Act R.S.O. 1990, c.E.2*, in compliance with the *Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M-56*. Personal information collected on this form will be used for the purpose of providing refunds of account balances for the Cashless Schools On-Line Wallet and related administrative purposes. Questions about this collection of personal information may be directed to HDSB Business Services at [cashlesstransition@hdsb.ca](mailto:cashlesstransition@hdsb.ca).

Signature of individual to receive cheque (must match name provided above):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please scan and email completed forms to Business Services at [cashlesstransition@hdsb.ca](mailto:cashlesstransition@hdsb.ca) or mail completed form to:**

HDSB  
Accounts Payable - Cashless schools Transition  
P.O. Box 5005 STN LCD 1  
Burlington, ON L7R 3Z2

**\*\*Please note that forms must be received by July 31st, 2017 and cheques will be processed by August 31st, 2017\*\***

Questions regarding this form or the refund process can be directed to [cashlesstransition@hdsb.ca](mailto:cashlesstransition@hdsb.ca) or (905) 335-3665 ext. 3480.