



SOMERSET ACADEMY
TEXAS

**Somerset Academy of Texas
Child Nutrition Department
Refund Request**

Date: _____ Campus: _____ Student Grade: _____

Student Name: _____ Student ID: _____

Parents Address: _____

I, _____ parent/guardian of student stated above request that any funds in my child(ren)'s Titan account be refunded. I understand that Somerset Academy may take up to 45 days to process my request. _____ (initial here)

Parent/Guardian Signature: _____ Date: _____

<p>Department Use Only</p> <p>Refund Amount: \$ _____</p> <p>Director Signature: _____</p> <p>Submitted Check Request Date: _____</p>
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Superintendent Approval

Mr. Cory Oliver, Deputy Superintendent of Schools

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or marital or relational status for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, accessible website, etc.) should contact the responsible State or local agency that administers the program or USDA's National Center for Civil Rights Education (NCCRE) at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complaint about Compliance, Form AG-2022, USDA Program Discrimination Complaint Form which can be obtained online at <https://www.aphis.usda.gov/indianaffairs/indianaffairs/2022/03/2022>. From any USDA office, by calling (800) 853-3462, or by writing to their respective USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AG-2022 form or letter must be submitted to USDA by _____.

PHS
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1492 L Comstock Drive, Room 508
Washington, D.C. 20250-8610 or Fax
833 454-4779 or (202) 690-4404 or e-mail:
Director.ASAC@aphis.usda.gov

This institution is an equal opportunity provider.