



# Collinsville Community Unit School District No. 10

201 West Clay Street • Collinsville, Illinois 62234 • 618-346-6350 • Fax 618-346-6357

## STUDENT INSTRUCTIONAL MATERIAL FEE REFUND FORM

A parent/guardian may request a pro-rated book rental refund if a child moves out of the Collinsville Community Unit School District during the school year. All items on this form must be completed.

**Requests MUST HAVE the signature of the building principal.** Incomplete forms will not be processed.

Student's Last Name	First Name	Middle Initial
Grade Level	School	
Parent/Guardian Full Name		
Parent/Guardian Street Address	City, State & ZIP	
<b>FORWARDING</b> Street Address	City, State & ZIP	
Collinsville School District Enrollment Date	Withdrawal Date	
PRINCIPAL'S SIGNATURE ( <b>REQUIRED</b> )	Date	

**Completed, signed forms should be delivered or mailed to:**

Collinsville Community Unit School District No. 10  
Office of Business Affairs  
201 West Clay Street  
Collinsville, IL 62234

**Refund Amount**

Office of Business Affairs Use	
Amount of Book Rental Paid	_____
Amount of Refund	_____
Account No.	_____
Refund Date	_____