

MARCH 16, 2020

Dear Parents/Guardians of 7th Grade Students:

As announced last week by Superintendent Mike Hanlon, due to current concerns and mandates regarding COVID-19, Chardon Middle School has cancelled the 7th Grade Chicago trip originally planned for May 13-15, 2020.

Due to logistics related to current 7th grade students advancing from Chardon Middle School to Chardon High School in 2020-21, it was unfortunately not feasible for us to reschedule this trip. We do apologize for any inconvenience this may cause, and we understand the disappointment that this announcement brings for students and parents/guardians.

Full (100%) refunds will be issued to parents/guardians for the 7th Grade Chicago trip that was scheduled for May 13-15, 2020. The refund process is as follows:

1. **Credit card payments that were made via Infinite Campus** are being refunded today Monday March 16, 2020. Please allow 5-10 business days for the refund to appear in your account.
2. **Electronic check payments that were made via Infinite Campus** are being refunded today Monday March 16, 2020. Please allow 5-10 business days for the full refund to appear in your account.
3. **Regular check (hard copy, not electronic) payments and cash payments will both be refunded upon receipt of your completed refund form (SEE ATTACHED CHICAGO TRIP REFUND FORM) by the District Treasurer's office.** Parents/guardians who paid via regular check or cash are asked to please:
 - **Complete the attached refund form in full.**
 - The refund form must be filled out completely, including your name and address. To expedite the processing of your refund, please include a copy of your check(s) if you paid by check.
 - Please send the completed form + copy of your check (if original payment was regular check) via
EMAIL to deb.armbruster@chardonschools.org
OR
MAIL to:
Deb Armbruster, Treasurer
Chardon Board of Education
428 North Street
Chardon, OH 44024
In compliance with the mandate for social distancing at this time due to COVID-19, we kindly ask that you PLEASE do NOT drop off your refund form in person at the BOE office. Instead, please use email or postal mail.
 - If you paid via regular check or cash, you will receive your full refund via a check mailed from our Treasurer's Department to your home address (as you indicate on the refund form).
 - *Please allow 5-10 business days (from the date of Deb Armbruster's receipt of your form) for your refund check to arrive in the mail.*

If you have questions, please contact Deb Armbruster, Treasurer, at 440-285-4052 or deb.armbruster@chardonschools.org.

Thank you.

~Chardon Local School District