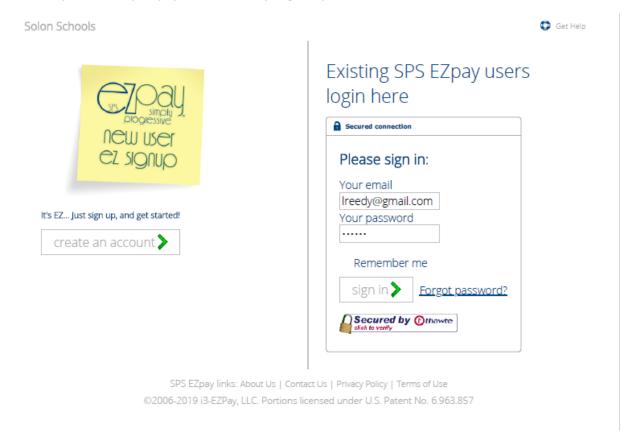
Instructions to Request a Refund or Transfer in EZpay

1. Log in to EZpay using the **Parent** tab on the Solon Schools website or at https://www.spsezpay.com/SolonCity/login.aspx.



2. Click on **Contact Us**, available on any page throughout the website. Then click on **Request Refund/Transfer**.



3. Complete all fields on the form provided and click **Send**. Someone will contact you shortly to confirm your request has been successfully completed.

	as all money is directly sent to your school district. We will forward a ol district, who will handle this request. If you have any questions ir refund and transfer policies.
Parent/Contact Name	
Email address	
Contact Phone Number	
I am requesting a	Transfer Refund
Address where refund should be sent	
Student's Name	
Student's ID	
Dollar amount to Transfer/Refund	
Reason for Refund	
	ion on who you wish us to transfer the funds to. Include student(s) are splitting this up between multiple children.
Any additional Comments	