

Cap & Gown Refund Process

San Diego Unified will begin paying for the costs associated with caps and gowns effective with the Class of 2014. Students will need to initially purchase the cap and gown from San Diego Graduate Supply as instructions we're initially provided. We need to continue the purchasing process already in place as instructed by San Diego Unified School District. Parents and/or students will have the opportunity to request a refund from the district per the instructions below:

- Print or pick up a Refund Request Form from Kearny Finance Office. Complete payee name, address and payment amount information. The payee name must match the name on the receipt from the vendor as to who actually paid. Payee information must be legible.
- Parent/student attaches original receipt from cap and gown company showing items purchased to the completed form.
- Parent/student submits completed form with receipt to Kearny finance office. *Finance office will be available for refunds beginning April 7, 2014 before school, during lunch and after school.*

Parent/students will receive their refund via us mail. District will be handling refunds and mailing to the payee.

If you have any further questions please contact your school office or financial clerk, Fujiko Mori @ 858.496.8370 x2027