

## **Residential 2020 - Request for refund form**

## Please complete the following information to enable the finance team to add your details to the finance system. We can then authorise a BACS payment to your bank account. Please fill in all boxes.

Name of school	
Child's name	
Child's year group	
Parents address-	
Line 1	
Line 2	
Line 3	
Town	
Postcode	
Parent name	
Contact Telephone Number	
Contact Email (for a remittance to be	
sent to)	
Payment Information	
Total amount you initially paid that	£
you are requesting a refund for	
Account Number	
Sort Code	
Account Name	
Bank Name	
Any Further information	

Thank you – please return to; St. Catherine's, Moorland Road, Launceston, Cornwall, PL15 7HX or via email to; stcatherines@andaras.org

Office use only	
School/ADMAT Account number	
Completed by School Admin Team	
(sign & date)	

Added to finance database by	
Central Finance Team (sign & date)	