****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 Stephens Community *Academy, Roydon Road, Launceston, PL15 8HL or via email to; ststephens@andaras.org***

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

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