**Refund Request Form**

Parent Name\_ \_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pupil Name & Year Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REASON FOR REFUND REQUEST**

**METHOD OF REFUND** *tick one only*

Please indicate the original Payment Method. *Note: refunds can only be made to the same bank account/card that the original payment was made from*

**Bank Transfer**

**Cheque**

**Debit/Credit Card**

**PAYMENT INFORMATION** *write complete bank account and other payment details here*

Bank Name and Address

Account number Bank sort code/IBAN

Account Holders Name

Card Type Card Number \_

Expiry Date

Your signature

Date

**FOR RGU USE ONLY**

Refund approved – Yes / No

Amount:\_

Signature: Date:\_

Payment method checked

S ignature:

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