



## REFUND REQUEST FORM

Please return by email or post to: 28 Coppice Avenue, Sale, Cheshire, M33 4WB.

Student Name.....

Parent Name.....

Amount Paid..... Payment Date.....

Payment Method    BACS [ ]    Cheque [ ]    Cash [ ]

Payment For        Term Fees [ ]        Exam Fees [ ]        Easter Club [ ]

Summer School [ ]    Costume [ ]

Reason for Refund.....

Amount of Classes to be Refunded/ Forwarded (Term Fees) .....

Amount of Days to be Refunded/Forwarded (Holiday Clubs).....

Transfer money towards the next bill [ ]    OR    Refund money via BACS [ ]

If transferring the money towards the next bill, please do not fill in the information below.

Name on Bank Account.....

Account Number..... Sort Code.....

*For all refunds there will be a 20% administration charge. In the unavoidable event that a class is cancelled due to bad weather, infectious diseases including viral outbreaks, government lockdown or isolations etc. - no refunds will be given (as of 18.12.20). Instead, an alternative will be offered such as an online class or the opportunity to attend an extra class on our reopening.*

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### OFFICE USE ONLY

Refund approved by.....

Refund Account.....

Refund Date.....