



## 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      Bank Transfer [ ]      Cash [ ]      Class for Kids [ ]

Payment For            Term Fees [ ]            Exam Fees [ ]            Payment in Error [ ]

Summer School [ ]      Costume Fee [ ]

Reason for Refund.....

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

Amount of Days to be Refunded/Forwarded (if Summer School) .....

Transfer money towards the next invoice [ ]    OR    Refund money via bank transfer [ ]

If transferring the money towards the next invoice there will be no administration charge.

If refunding the money via bank transfer, please fill in the information below.

Name on Bank Account.....

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

*For all bank transfer 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.....