



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 Club [] 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 holiday club refunds there will be a £10.00 administration charge. No refunds will be given due to Covid isolation, however missed classes can be made up if there is space in other classes.

OFFICE USE ONLY

Refund approved by.....

Refund Account.....

Refund Date.....