WORCESTER
SIXTH FORM COLLEGE

Refund of Caution Money/Dinner Money 2020

Student's Name:

Student Reference Number:

Name on Bank Account:

Sort Code:

Account Number:

Please reply to this email and complete the details above to receive (if applicable) a Caution Money/Dinner Money Refund *(Replies it will go directly to **refund2020@wsfc.ac.uk** to be processed)*

If details are not completed you are agreeing that the College can retain any balances to be used where most needed.

CAUTION MONEY/DINNER MONEY REFUND

Dear Parent/Guardian,

As we approach the end of the year, we would like to arrange to refund the Caution Money and Dinner Money that we hold and would be grateful if you could follow the guidance below.

Students should return all outstanding resources to College between **Monday 8th June and Friday 26th June**. A box will be placed outside reception (8.30am-4pm each day) where students can post their resources.

These should be in a bag or bags that have been **labelled at home with the**

student's name and student number on each bag and that will fit through a slot that measures 25cm by 8cm. This will minimise the need for the resources to be handled immediately.

All students who have paid Caution Money who have returned ALL their books and property by Friday 26th June 2020 and whose parents have completed and returned the details requested will have refunds made by 10th July 2020 by electronic transfer (BACS).

Any payments previously made via Parentpay with a debit or credit card cannot be refunded via Parentpay as the system does not hold the details for more than 12 months. **Therefore we ask that you provide the details requested at the top of the email so we can make the refund.**

There will be no partial refunds of Caution Money. All property must be returned or paid for by Friday 26th June 2020.

Money should be refunded to the person who made the original payment. Refunds will be made to the account details you provide.

Please complete the details requested above and send the email to refund2020@wsfc.ac.uk ***(clicking reply will send it automatically to this email address)***
Alternatively a form can be collected from the Student Finance Officer or downloaded from the WSFC website for completion. All data will be held securely and deleted immediately following the refund.

Yours Sincerely

Carl Rusby

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