



Refund of Caution Money 2021

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 a Caution Money Refund (if applicable)

Replies will go directly to refund2021@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 REFUND

Dear Parent/Guardian,

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

All students who have paid Caution Money who have returned ALL their books and property by last lesson on Friday 21st May 2021 and whose parents have completed and returned the details requested by **4th June will have refunds made by the end of June** by electronic transfer (BACS).

Please note that if you had a college laptop or Wi-Fi adapter issued during lockdown it must be returned to the IT helpdesk (Room G19) by Friday 21st May 2021.

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 21st May 2021.

Money should be refunded to the person who made the original payment. Refunds will be made to the account details you provide by the end of June 2021.

Please complete the details requested above and send the email to refund2021@wsfc.ac.uk (clicking reply will send it automatically to this email address)

Alternatively, a paper form can be collected from Finance Officer in the Enquiries Zone 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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