

30th June 2020

**Parents and Carers
of PGL Ardeche Trip students**

Dear Parents and Carers

Trip Cancellation & Refund

Following the cancellation of our trip to the Ardeche with PGL I am pleased to say that we are now in a position to process the refund of the money paid by you. The preferred method of refund is via BACS transfer which means that we need to gather certain details from you so that this payment can be made.

Please complete the attached form and return it to school to get this process started. The form can either be posted to the school reception marked for the attention of Mrs Bursnell, Finance, or emailed to Finance@tgea.org.uk. Please use whichever method you are comfortable with.

By providing these details you are giving consent for them to be used for the purpose of this refund, and for this purpose only. The details will be kept on file for one month after the refund is processed, in order to deal with any difficulties that may arise. They will be confidentially destroyed after that period.

Please do not hesitate to contact me if you have any queries about this process.

Yours sincerely



Mr M Webb
PE Teacher
Teacher in charge of Careers Education

Student Refund Request

NAME OF STUDENT	
NAME OF PARENT MAKING CLAIM	
ADDRESS	
POSTCODE	
TELEPHONE	
EMAIL ADDRESS	
BANK ACCOUNT NAME	
SORT CODE (Please do not use dashes -)	
ACCOUNT NUMBER	
SIGNATURE	

FOR OFFICE USE

STUDENT LEDGER ACCOUNT CODE	
TRIP ACCOUNT/NOMINAL (office use only)	
REASON FOR REQUEST	
PSF TRANSACTION REF	

Can be used for multiple refunds – note details separately

Please return the completed form to the School Office via post or Email as below:
Finance@tqea.org.uk