



An Daras Trust  
Supporting Learning Growing Capabilities

## Residential 2020 - Request for refund form

Please complete the following information to enable the finance team to add your details to the finance system. We can then authorise a BACS payment to your bank account. Please fill in all boxes.

<b>Name of school</b>	
Child's name	
Child's year group	
Parents address- Line 1	
Line 2	
Line 3	
Town	
Postcode	
Parent name	
Contact Telephone Number	
Contact Email (for a remittance to be sent to)	
<b>Payment Information</b>	
Total amount you initially paid that you are requesting a refund for	£
Account Number	
Sort Code	
Account Name	
Bank Name	
<b>Any Further information</b>	

Thank you – please return to; St Stephens Community Academy, Roydon Road, Launceston, PL15 8HL or via email to; [ststephens@andaras.org](mailto:ststephens@andaras.org)

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Office use only	
School/ADMAT Account number	
Completed by School Admin Team (sign & date)	

Added to finance database by Central Finance Team (sign & date)	
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