



**Caterlink refund request form**

Pupil name:

Address (if left the school):

Amount due:

Reason for refund:

**Account details to return monies to:**

Name of Account											
Sort Code		-		-							
Account Number											
BIC ( <i>Overseas accts only</i> )											
IBAN ( <i>Overseas accts only</i> )											
Ref to Quote											

Please complete the above details and return to **Mon Kamill, Caterlink Manager c/o Southend High School for Boys (kitchen@shsb.org.uk)**.

Once these details have been received a BACS payment will be raised to the account detailed above.

Should the amount be under £10, and the pupil still attend Southend High School for Boys, the refund will be made in cash via the school kitchen direct to the pupil named above.