



Caterlink refund request form

Student Name	
Year Group	
Amount to be Refunded	
Reason for Request	

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												

We will need to be able to verify bank details with the account holder therefore please provide the contact information below;

Name	
Address	
Contact Number	
E-Mail Address	

Please complete the above details and return by e-mail to southendhigh@caterlinkmail.co.uk with the addition of the back-up report from the cashless system confirming the balance held to your Operations Manager.

Once these details have been received a BACS payment will be raised to the account detailed above as soon as it can be processed.