

Book Deposit Refund

PART A

STUDENT TO COMPLETE

Student's full name: _____

Form: _____

Subject: _____

Book title: _____

Book Number if applicable: _____

Cheque made payable to Parent/Carer: _____

Address: _____

FOR OFFICE USE ONLY

PART B

SUBJECT TEACHER TO COMPLETE

Name of subject teacher checking book: _____

Book checked in good condition & received

Signature of teacher: _____

Date: _____

This form should now be returned to Student Reception by the teacher to enable a refund to be processed

PART C

FINANCE TO COMPLETE

Amount: _____

Cheque number: _____

Date: _____

For Student Information

- Students should complete Part A of the proforma.
- Students return the proforma to the Subject Teacher with the book.
- The Teacher will check the book has been returned in good condition and sign the proforma.
- The proforma will be passed to the Finance office by the teacher.
- A refund will be authorised and a cheque will be raised and posted home.