For the safety of our students during the Covid-19 threat, the Robert Carre Trust has made the decision to cancel trips to Europe until the situation regarding overseas travel becomes clearer.

We are currently liaising with travel companies in respect of refunds and once we are in receipt of their payment we will action your personal refund.

Due to the way ParentPay works in respect of refunds (a refund can only be made against each individual payment) the Trust believes the quickest and securest way to administer this will be to make a BACS payment directly in to your bank account. Please see below a table for your completion. Once the payment has been processed your details will removed from our finance system.

|  |  |
| --- | --- |
| NAME ON ACCOUNT |  |
| BANK SORT CODE |  |
| ACCOUNT NUMBER |  |
|  |  |
| NAME OF STUDENT |  |
| FORM |  |
| TRIP |  |

We appreciate your patience at this difficult time and please do not hesitate to contact the Finance Office if you wish to discuss this matter further.

Yours faithfully

J P Green

Director of Finance