



Thursday, 13 February 2020

Dear Parent/Carer

**Beauty and the Beast Production 2020**

Due to the unforeseen school closure, we are offering ticket refunds if you are now unable to attend **any** of the new performance dates.

You can obtain the refund by completing the attached form and returning it to our **Finance Office by 12pm on Tuesday 25<sup>th</sup> February 2020**. This money will be returned to you by bank transfer.

We would however, ask that you consider making a donation to the Performing Arts fund to help with the cost of future productions. There is an option on the reply slip to donate part or all of the refund to the Performing Arts fund, and any balance will then be paid directly to your nominated bank account. Unfortunately, we are not able to refund via your sQuid account.

If we do not receive your refund form by 12pm on Tuesday 25th February 2020, we will donate the monies on your behalf to the Performing Arts fund for future opportunities.

If you have any queries or questions, please do not hesitate to contact Mrs Bradshaw in the Finance Office via email to [finance@coxgreen.com](mailto:finance@coxgreen.com).

Yours sincerely

Ms A Lane  
Learning Leader: Drama

**REFUND FORM**

**Beauty and the Beast Production 2020**

Student Name: ..... Form: .....  
*(please print)*

I would like to make a donation to the Performing Art Fund as shown below:

Amount of donation: £ \_\_\_\_\_

and/or

I would like the remaining balance to be paid to the following bank account.

*If you have ticked above to donate part of the monies, the remainder will be paid to your bank account, otherwise the full amount will be refunded.*

Bank Name: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Email address: \_\_\_\_\_

*(to send copy of remittance)*

Signed (Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Please return this slip to the Finance Office by 12pm on Tuesday 25<sup>th</sup> February 2020**

**Email: [finance@coxgreen.com](mailto:finance@coxgreen.com)**