

# Deli Fresh

## Cheque Refund Application Form

### 支票退款申請書

Please return the completed application form on or before **18 May 2016** to PTA office.

School Year 學年: 2015-2016

School Name 學校名稱: Kowloon Junior School

Student Name 學生名稱: \_\_\_\_\_

Class 班別: \_\_\_\_\_

Refund Payment Method:

退款方法: By Cheque 支票退款

Recipient Name (Same as Account Name) :

收款人姓名 (必須與戶口相同): \_\_\_\_\_

(Name in block letter 英文正楷)

Name of Parent/Guardian:

家長/監護人姓名: \_\_\_\_\_

Parent's/Guardian's Signature:

家長/監護人簽名: \_\_\_\_\_

Contact No. (Day-time)

聯絡電話 (日間): \_\_\_\_\_

Date of Completion:

填表日期: \_\_\_\_\_

Address (For returning the cheque by post)

通訊地址 (供寄回退款支票用) \_\_\_\_\_

### **Important Notes:**

\* This application form must be signed by Parent or Guardian and completed in CAPITAL letter.

There is an administrative charge of HKD\$20 for any unsuccessful/wrong payment due to wrong information provided by the applicants.

此申請表必須由家長或監護人簽署及以正楷填寫。

如申請人因錯誤填寫資料而需要重新開支票, 本公司將收取 港幣 \$20 作行政費用。

\* We cannot conclude your refund amount at this moment since 2015-2016 school year is not closed yet.

We will refund a cheque to you as soon as possible after this school year end.

由於2015-2016學年尚未完結, 退款金額現時未能計算。本公司將會在學年完結後盡快處理退款。

\* Please **DO NOT** deduct any amount from the Aug or Sep 2016 payment. Thank you for your patience.

請家長注意切勿把本學年餘額扣在新學年2016年8月或9月午餐費用內。

\* Some of the student have no need to be refunded in case student do not have any overpayment.

However, you are still encouraged to submit the form as such information may be useful for us to speed up the refund process in future.

如家長沒有繳費過多, 某些學生不會有退款情況, 但本公司仍鼓勵家長填妥資料交回以作日後跟進之用。