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| --- |
| We require an administration fee of £25 for cancellations. This amount will be added to your account before any refund is paid, providing your account and payments are up-to-date.Outstanding balance of fees due on your account become payable upon receiving your cancellation form. Please complete this form and email it to **info@playp.org.uk**  |
|  |
| **YOUR DETAILS** |
| Please complete yours and your child details. |
| **First Name** | Click or tap here to enter text. |
| **Last Name** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Phone Number** | Click or tap here to enter text. |
| **Child’s Name (1)** | Click or tap here to enter text. |
| **Child’s Name (2)** | Click or tap here to enter text. |
| **Child’s Name (3)** | Click or tap here to enter text. |
| **Site Attended** | Select Site from Dropdown Menu: |
| **Please indicate the days your child currently attends:** |
|[ ]  Monday |
|[ ]  Tuesday |
|[ ]  Wednesday |
|[ ]  Thursday |
|[ ]  Friday |
|  |
| **DATE OF CANCELLATION**  |
| **Please tell us the last day you want your child(ren) to attend:** |
| **Last date of service:** | Click or tap to enter a date. |
| **REASON FOR CANCELLATION** |
| **Please tell us the reason you are cancelling the service:** |
|[ ]  Childcare no longer needed |
|[ ]  Going to a different school/ Moving home and leaving the area |
|[ ]  Redundancy or lost job |
|[ ]  Unhappy with the service |
|[ ]  Using childminder/nanny |
|[ ]  Other |
|  |
| **If you are unhappy with the service, please tell us what we could have done better:** |
| Click or tap here to enter text. |
|  |
| **REFUND** |
| If a refund is due, we can process this to you through a direct bank transfer or leave the funds as credit on your account. Please indicate your preference below.If you choose a refund by direct bank transfer, please also provide your bank details. |
| **Refund Method:** |
|[ ]  Credit on account |
|[ ]  Direct bank transfer |
| **Account Holder Name** | Click or tap here to enter text. |
| **Sort code (6 digits)** | Click or tap here to enter text. |
| **Account Number (8 digits)** | Click or tap here to enter text. |
|  |  |
| **Please email the completed form to** **info@playp.org.uk** |