

CWO/lqu

6<sup>th</sup> June 2018

Dear Parent/Carers

**Trip No: 4115 Cancellation of Trip to France 26<sup>th</sup> -29<sup>th</sup> October 2018 and Refund Notification**

It is with regret that we have to inform you that the above trip has been cancelled due to lack of interest.

If you paid for this trip then a refund will be issued within the next five days. If you paid via WisePay then your refund will be issued back onto the card that you originally used to pay. If you paid via cash or cheque, payment will be made directly back into your bank account via BACS and we would request that you please telephone the finance office with your bank details to enable this to take place.

If you have any concerns or queries then please do not hesitate to contact a member of staff in the finance office.

Yours faithfully

Mrs C Wotton  
Lead Practitioner for Vocational Studies