



North Bridge House

Dear parent,

**Fee Refund Request**

In view of the increase in the number of fraudulent emails we regret we are unable to accept any bank account details by email.

In the event you require a fee refund please can you complete & return this letter to the following email address:

[bursar@northbridgehouse.com](mailto:bursar@northbridgehouse.com)

Parent Reference: .....

Child's Name: .....

Bank Account Name: .....

Bank Account Number: .....

Bank Sort Code: .....

Signature: .....

Kind regards,  
Finance Team