



## Refund Form

The completion of this form is required to officially receive any refund from Taipei Adventist American School. Please provide the information requested below. The completed form, with required signatures, must be submitted to the TAAS Administrative Office to complete the refund process.

■ Student Information:

■ Bank Information:

Last Name		Bank Name	
First Name		Branch Name	
Grade		Acc. Number	
Refund Amount		Acc. Name	

Parent's Signature: \_\_\_\_\_

■ Please State Reason of Refund

- Cancellation of lunch service
- Cancellation of school bus service
- Cancellation of afterschool program
- Over-payment of previous transaction
- Other \_\_\_\_\_

OFFICE USE ONLY

Processing Date:	Registrar Signature:
Finance Manager Signature:	Principal Signature: