

Kids' City Service Change

Please complete the information below and we will process your request and update our records accordingly.

For all service changes, we require two weeks notice and there is an administration fee which will be added to your account. If you have two or more children, please fill out one form per child. If you are paying by instalments the amount(s) may need to be adjusted and we will advise you if there are any changes.

YOUR DETAILS

Please complete yours and your childrens details.

Full Name

E-mail

Phone Number

Child's name

Site attended

**Please indicate the days
your child currently
attends**

- Monday
 Tuesday
 Wednesday
 Thursday
 Friday

CHANGES WANTED

**Please select the type of
change you want**

- Add day(s)
 Cancel day(s) - partial cancellation
 Swap day(s) - (for example changing Monday to Tuesday throughout the term)

- Please select the service you want to change**
- Breakfast Club
 - After School Club
 - Holiday Playscheme

ADDING DAYS

Please complete this section only if you are adding days to the booking.

- Please tell us what days you want to add**
- Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday

CANCELLING DAYS

Please complete this section only if you are partially cancelling your booking. If you wish to completely cancel your booking, please complete a cancellation form.

- Please tell us what days you want to cancel**
- Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday

SWAPPING DAYS

Please complete this section only if you want to swap days.

What day do you want to swap from _____

What day do you want to swap to _____

First date that you would like the change to be effective

Day

Month

Year

REASON FOR CHANGE

**Please tell us the reason
you are making this
change**

REFUND

If any refund is due, we can pay this to you by direct bank transfer or cheque. Please indicate your preference below.

For refund by direct bank transfer, please also provide your bank details.

Refund method

Cheque

Direct bank transfer

Account holder name

**Account number (8
digits)**

Sort code (6 digits)

Please do not submit the form, instead kindly email the filled form to info@kidscity.org.uk. Thank you.