

# Training Course Refund Request

*This form is for use by volunteers within Hereford & Worcester Scout County to claim back fees paid for training courses attended relevant to their volunteering roles*

<b>Name</b>	
<b>Scout Membership Number</b>	
<b>Email Address</b>	
<b>Course Attended</b>	
<b>Date of Training</b>	
<b>Fee Paid</b>	

Refunds are made by bank transfer so please provide details below:

<b>Name on Bank Account</b>	
<b>Bank Sort Code</b>	
<b>Bank Account Number</b>	

## Approval

Attendance must be verified by your course leader – please ask them to complete details and sign below:

<b>Name of Course Leader</b>	
<b>Date</b>	
<b>Signature</b>	

*Please ensure you have filled in every section and return your completed form to: [treasurer@scoutshw.org.uk](mailto:treasurer@scoutshw.org.uk)*