



DSS REFUND FORM

Please complete the following form if you request a refund for a school approved event, personal leave*¹, or withdraw from the school. Please note that a spot refund is only applicable for the Annual Plan subscriber. **For families who paid the lunch fee by semester, refund credits will be tracked and managed by Cezars Kitchen throughout the semester and applied towards future lunch payments.** Please submit the completed form at the cafeteria or email to paymentskr@cezarskitchen.com.

	1 st Account	2 nd Account	3 rd Account
Student Name			
Student Grade			
Student ID			
Reasons Event Name, Event Date, and Number of refund days Ex. <u>Kyoto Trip, 9/16-9/20, 5 days</u> <u>Pizza Day, 10/28, 1 day</u>			

*1: Please note that refund for absence by personal reasons needs 48 prior-notice to kitchen team at dss@cezarskitchen.com. Without the 48 hours-prior notice of lunch cancellation, the refund may not be granted.

Parent Name	Phone Number	E-mail Address

Bank Information (A spot refund is only applicable for the Annual Plan subscriber):

If you have paid the lunch fee annually, the spot refund will be processed. If you wish to receive the refund by bank transfer, completion of the bank information is necessary. Please allow up to 5 business days for processing time once the form has been received by Head Office. Refunds under 30,000 won can be handled at the school cafeteria locally by our onsite Outlet Manager via cash.

Bank Name	Bank Account Number	Bank Holder's Name

Thank you for using our services and allowing us to be part of the community. If you have any questions, please call our Cafeteria at: 070-7433-0813 or send an email to paymentskr@cezarskitchen.com.

For Office Use Only

PROCESSED BY		PROCESSED DATE (mm/dd/yyyy)	APPROVAL
PAYMENT HISTORY	<input type="checkbox"/> 1 st Semester () won / Received Date:		Sign:
	<input type="checkbox"/> 2 nd Semester () won / Received Date:		
<input type="checkbox"/> Annual () won / Received Date:			
Refund was completed by: <input type="checkbox"/> Cash <input type="checkbox"/> Bank Transfer			Date: