

芝北中文學校

CHICAGO NORTH CHINESE SCHOOL

CNCS Security Deposit Refund Request Form

CNCS Refund Procedure

- Security deposit refund should be claimed within two years from date of withdraw.
- If not claimed the deposit will be transferred to CNCS donation fund.
- One form per family
- Provide correct address for check mailing
- Check payable to parent/guardian name listed
- Refund could take four weeks; any questions, inquire with Treasurer
- Submit the form at the office or mail to CNCS, P.O. Box 1061 Des Plaines, IL 60017-1061

Application Section: (Print Clearly)

Date of request: _____

Parent/Guardian Name: _____ (English) _____ Email _____

Students	Chinese Name	English Name	Class	Year Last Enrolled	Year Enrollment Started
No.1					
No.2					
No. 3					

Mailing Address: _____

(City, Zip) _____

Telephone: _____

Total Amount Requested: Total, \$ 50 Check will be Mailed or Pickup

Office Routing/Procedure (must follow steps 1-6; attach an office message form if any further explanation is needed):

1. Receiving officer signature: _____ Print Name: _____
2. Form complete correctly: Yes (Checked by receiving officer/Place form in Treasurer mail slot)
No (Return the form to applicant)
3. Date received by Treasurer: _____ Treasurer initial: _____
4. Treasurer contact Board President for validation
5. Approval signature by Treasurer: _____ (Keep original copy by Treasurer)
6. Deposit record updated by Board President

Treasury Use

Total amount refunded: \$ _____ Check number: _____

Date issued/mailed: _____

Comments: _____