



## FAITH LUTHERAN COLLEGE REDLANDS

### INSTRUCTIONS FOR CLOSING QUICKCLIQ ACCOUNT

Parents with QuickCliq accounts can close their account via their existing account and receive a refund for any outstanding balance.

#### Instructions for Closing a Parent Account...

1. Login to your QuickCliq Account
2. Select PROFILE
3. Select REFUND REQUEST or CLOSE ACCOUNT
4. Complete the Refund form include bank details
5. PLEASE ENSURE CORRECT BANK DETAILS ARE PROVIDED
6. Submit your request.

QuickCliq will process all refunds – *please allow 5 Business Days for refunds to be processed.*

The screenshot shows a navigation menu with the following items: VOLUNTEERING, NEWS, PROFILE (circled in blue), and STUC. Below the menu is a form titled "Account Balance Refund and Close Account". The form contains the following text:

*Please provide your QuickCliq Account Number, Email address, your mobile number and your child(ren) name(s) and their school(s) for verification purposes. Also please provide your nominated bank account where the funds should be transferred.*

*Please note:  
Should the above specified details not match our records QuickCliq will give you a call on your mobile to verify the details.*

**Status of my Request**

REFUND REQUEST      CLOSE ACCOUNT