



## **Cancellation Notice**

### **Contract for educational services (Parent Contract)**

If your contract with the College was formed entirely by means of distance communication (i.e. by post or electronic communication) without a face-to-face meeting with a member of the College staff between offer and acceptance, you have the right to cancel the contract within 14 days. The 14-day cancellation period will commence on the day following our receipt of your completed and signed acceptance form.

To exercise your right to cancel, you must inform us, at the College address, of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or an email). You may use the attached model cancellation form or your own wording if you prefer. You do not have to provide a reason for cancellation when informing the College.

To meet the cancellation deadline, you must send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

### **Effects of cancellation**

a) Where we have provided educational services

If, following your acceptance of a place, we provide educational services to your child, and then you choose to cancel the contract before the 14-day period expires, you will be liable to pay to us our reasonable costs. These will be the costs for the actual services provided up to the time you communicate to us your cancellation of the contract, calculated as a proportion of the termly fees. We will return to you, after deduction of our reasonable costs, the balance of fees and any deposit(s) paid.

b) Where we have not provided educational services

If you cancel this contract within the 14-day period and we have not provided any services, we will reimburse to you in full any fees and deposit(s) received from you, without undue delay, and not later than 14 days after the day on which we are informed about your decision to cancel.

We will make any reimbursement due using the same means of payment as you used for payment to us unless we expressly agree otherwise. You will not incur any fees as a result of the reimbursement.

### **Reimbursement of payments made**

If you have paid to us an amount greater than any costs we have properly incurred, we will reimburse you with the balance, within the timescale and in the manner set out in b) above.

## Cancellation Form

### Cancellation of contract for educational services (Parent Contract)

#### To the parents:

If you wish to cancel your Parent Contract with Bishop's Stortford College within the 14-day period, please notify the Head, by email or letter, at the College address. Below is some suggested wording.

#### To the Head of Bishop's Stortford College

Bishop's Stortford College  
School House  
Bishop's Stortford  
CM23 2PQ

Email: [reception@bishopsstortfordcollege.org](mailto:reception@bishopsstortfordcollege.org)

I / We hereby give notice that I / we cancel the Parent Contract as set out in:

- the letter of offer dated dd/month/year;
- the Conditions of Award (if applicable);
- the College's *Terms and Conditions*;
- the acceptance form returned to the College on dd/month/year; and
- the fees list.

Name(s) of parent(s): .....

Name(s) of children: .....

Address(es) of parent(s): .....

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.....  
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Signed: .....

Date: .....