Cancellation Notice

If your contract with the School 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 school staff you may cancel the contract within 14 days of the date of acceptance. The place was accepted when you returned the acceptance form with your payment of the Acceptance Deposit.

You have the right to cancel the Parent Contract without giving any reason.

To exercise your right to cancel, you must inform us at the School address of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or email).

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

Where we have provided educational services:

If, following your acceptance of a place and payment of the Acceptance Deposit, 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 paid.

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 payment of fees and deposit 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 above.