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## Cancellation Notice & Cancellation Form

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### **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's staff, you may 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 school address of your decision to cancel this contract by a clear statement (eg a letter sent by post or an email). You may use the attached model Cancellation Form, or your own wording if you prefer.

To meet the cancellation deadline you must send your communication concerning your exercise of the right to cancel before the 14-day cancellation period has expired.

#### **Effects of cancellation**

a. 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(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 payment of 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 OF THE CONTRACT**

If you wish to cancel your Parent Contract with Oaklands within the 14-day period, please notify the Headmistress, Mrs Belej, by email or letter to the school address. You may also use the form below.

**To the Headmistress of Oaklands School**

Oaklands School  
6 Albion Hill  
Loughton  
Essex  
IG10 4RA  
[info@oaklandsschool.co.uk](mailto:info@oaklandsschool.co.uk)

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

- the Offer Letter
- the School's *Terms and Conditions*
- the Acceptance Form returned to the School on ..... and
- the Fees List.

Name of Parent(s)			
Address(es) of Parents			
Signed		Date	