Cancellation Notice and Cancellation Form

Contract for Educational Services (Parent Contract)

Your right to cancel

If your contract with the School was formed entirely by means of distance communication (that is, by post, email or other electronic communication) **without you meeting face to face with a member of the School staff between offer and acceptance**, you have the right to cancel the contract within **14 days**.

The 14-day cancellation period begins on the day after we receive your completed and signed Acceptance Form.

This right arises under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

How to cancel

To exercise your right to cancel, you must inform us of your decision to cancel this contract by a **clear statement** before the 14-day cancellation period expires. You may do this by:

- completing and returning the **model cancellation form** below — by post or email; or
- writing to us in your own words — by letter or email.

You do not have to give a reason for cancelling.

To meet the cancellation deadline, you must **send** your communication before the 14-day period expires. It does not need to have been received by the School before the deadline, but it must have been sent.

Please send your cancellation to:

By post	The Head, Cokethorpe School, Cokethorpe Park, Witney, Oxfordshire OX29 7PU
By email	admissions@cokethorpe.org

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 you then cancel the contract before the 14-day period expires, you will be liable to pay our

reasonable costs. These will be the costs for the actual services provided up to the time you communicate your cancellation to us, calculated as a proportion of the termly fees.

We will return to you, after deduction of our reasonable costs, the balance of any fees and deposit 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 educational services, we will reimburse to you **in full** any fees and deposit received from you, without undue delay and not later than **14 days** after the day on which we are informed of your decision to cancel.

We will make any reimbursement using the same means of payment you used, unless we expressly agree otherwise. You will not incur any charge as a result of the reimbursement.

(c) Reimbursement of overpayments

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

Important — this cancellation right applies only to distance contracts

This 14-day cancellation right applies **only** where the contract was formed entirely at distance, without a face-to-face meeting between you and a member of the School staff between offer and acceptance.

If you met with a member of School staff during the admissions process (for example at an Open Morning, a tour, a taster day or an assessment visit), the contract is not a distance contract and this cancellation right does not apply.

This notice does not affect your separate rights and obligations under the Terms and Conditions regarding **cancellation of acceptance** (before your child joins the School) or **withdrawal** (after your child has started), which require a term's written notice. Please see the Terms and Conditions for full details.

Cancellation Form

Complete and return this form only if you wish to cancel a contract formed entirely at distance within the 14-day cancellation period.

To: The Head, Cokethorpe School, Cokethorpe Park, Witney, Oxfordshire OX29 7PU
Email: admissions@cokethorpe.org

I/We [*] hereby give notice that I/we cancel the contract for educational services as set out in:

- the letter of offer dated: _____
- the Conditions of Award (if applicable)
- the School's Terms and Conditions
- the Acceptance Form returned to the School on: _____
- the Schedule of Fees

Name of child: _____

Proposed term of entry: _____

	Parent 1	Parent 2
Full name	_____	_____
Address	_____ _____ _____ _____	_____ _____ _____ _____
Signature	_____	_____
Date	_____	_____

[*] Delete as appropriate.

Both parents who signed the Acceptance Form must sign this cancellation form, together with the prior written consent of any other person with parental responsibility for the child, where applicable.

Cokethorpe Educational Trust Limited
Cokethorpe School, Cokethorpe Park, Witney, Oxfordshire OX29 7PU
Company number: 00767293 | Charity number: 309650
Telephone: 01993 703921 | Email: admissions@cokethorpe.org | Web: www.cokethorpe.org