

Cancellation Notice and Cancellation Form

Contract for educational services (Parent Contract)

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 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 School 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 School.

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.

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 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 Forest School within the 14 day period, please notify the Admissions Office, by email or letter, at the School address. Below is some suggested wording.

To the Registrar

Forest School, College Place, London E17 3PY / Email:
admissions@forest.org.uk

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

- the letter/email of offer dated
- the Conditions of Award (if applicable)
- the School's Rules
- the Acceptance Form returned to the School on _____ ; and
- the fees list (as published on the School's website).

Name(s) of parent(s):

Address(es) of parent(s):

Signed:

Date: