



# THE PERSE SCHOOL CAMBRIDGE

## **CANCELLATION NOTICE**

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

You have the right to cancel the Parent Contract as set out above 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 fax, 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 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 Securing and Induction Fee, 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 Securing and Induction Fee 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 Securing and Induction Fee 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.



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## Cancellation of contract

### To the parents:

If you wish to cancel your Parent Contract with The Perse School within the 14 day period, please notify the Head, by email or letter at the School address.

### CANCELLATION OF CONTRACT - SUGGESTED WORDING

#### To the Head of:

The Perse School  
Hills Road  
Cambridge  
CB2 8QF  
Email to Head's PA  
ljcarson@perse.co.uk

The Perse Preparatory School  
Trumpington Road  
Cambridge  
CB2 8EX  
Email to Head's PA  
erschneider@perse.co.uk

The Perse Pelican Nursery and  
Pre-Preparatory School  
92 Glebe Road  
Cambridge, CB1 7TD  
Email to Head's PA  
pelicanschoolsec@perse.co.uk

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

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

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

Name of child(ren) .....

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

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Signed: .....

Date: .....