



## **Cancellation notice and cancellation form**

This notice and form should be read in conjunction with the full Student Terms and Conditions.

### **Contract for educational services**

BA (Hons) Early Years Development and Learning with the Norland Diploma.

If your contract with Norland was formed entirely by means of distance communication (i.e. by post, fax or electronic communication) without a face to face meeting with a member of Norland staff you may cancel the contract within 14 days of the date of acceptance. The place was accepted when you returned the acceptance form and fulfilled the conditions set out in your offer letter.

You have the right to cancel the contract without giving any reason.

To exercise your right to cancel, you must inform us 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.

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 you, 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 daily proportion of the termly fees. We will return to you, after deduction of our reasonable costs, the balance of fees.

#### **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 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.



**Cancellation form**

**Cancellation of contract**

**To the student:**

If you wish to cancel your Contract with Norland within the 14 day period, please notify Mandy Donaldson, by email or letter. Below is some suggested wording.

**To the Vice Principal of Norland**

Norland College, 39-41 Upper Oldfield Park, Bath BA2 3LB.

admissions@norland.ac.uk

I hereby give notice that I cancel the Contract as set out in:

- Offer Letter
- Fee Refund and Compensation Policy
- Norland Terms and Conditions
- the Acceptance Form returned to Norland on [month/year]; and
- Student Policies and Procedures.

Name of student: .....

Address of student: .....  
.....  
.....  
.....

Signed: .....

Date: .....