



**KNELLER HALL**  
SCHOOL

**Cancellation Notice and Cancellation Form Notice**

**Contract for Educational Services (Parent Contract) Formed Entirely by Means of Distance Communication**

If your contract with Kneller Hall School 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 Kneller Hall school staff, 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 please use the relevant **online cancellation form** detailed below:

**1. Cancellation Form**

*Cancellation of Distance Contract **within** the 14-day cancellation period.*

If you wish to cancel your Parent Contract with Kneller Hall School within the 14-day period, please notify the Principal using this: [\*\*Online Cancellation Form\*\*](#).

**2. Cancellation Form**

*Cancellation of Distance Contract **after** the 14-day cancellation period referred to in clause 9.7 (cancellation rights) of the terms and conditions has expired.*

In accordance with Section 9 of Kneller Hall School's Terms and Conditions, if you wish to cancel and terminate your Parent Contract with Kneller Hall School, you must either provide at least One Term's Written Notice or pay a Term's Fees in lieu of Notice.

If you provide at least One Term's Written Notice, the school is entitled to retain your Acceptance Deposit. Please notify the Principal of your intention to cancel and terminate the Parent Contract using this: [\*\*Online Cancellation Form\*\*](#).

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 Acceptance Deposit, and the Additional Deposit (if applicable), 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.

### **Current Pupil Withdrawal**

This withdrawal form may be used where parents wish to notify Kneller Hall School of their intention to withdraw their child from the school.

### **Withdrawal and Termination of Contract**

In accordance with Section 9 of the Kneller Hall School's *Terms and Conditions*, if you wish to withdraw your child and terminate your Parent Contract with Kneller Hall School, you must either provide at least One Term's Written Notice or pay a Term's Fees in lieu of Notice.

Please notify the Principal of your intention to withdraw your child and terminate the Parent Contract by using this online [\*\*Current Pupil Withdrawal Form\*\*](#).