



Cancellation Notice and Cancellation Form

Terms and Conditions (Parent Contract)

Please refer to Section 9 of the School's **Terms and Conditions** for full details regarding *Provisions about Notice*.

If the offer of a place and its acceptance are both made entirely at distance by means of post, fax or electronic communication without either Parent meeting face to face with a member of the School staff between offer and acceptance the Parents have the right to cancel this agreement at any time within the cancellation period. 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.

a) 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 you in full any payment of fees and acceptance deposit received from you.

b) Where we have provided educational services

If, following your acceptance of a place and payment of the Acceptance Deposit 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 acceptance deposit paid.

Reimbursement

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.

If you have paid to us an amount greater than any costs we have properly incurred, we will reimburse you with the balance, without undue delay, and not later than 28 days after the day on which we are informed about your decision to cancel

Cancellation Form

To the parents:

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 with a member of the School staff between offer and acceptance and you wish to cancel your Parent Contract with Thomas's London Day Schools within the 14 day period, please notify the Head, via the Registrar by email or letter, at the applicable School address provided at the end of the form

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

- the letter of offer
- the Conditions of Award (if applicable)
- the School's Terms and Conditions
- the Acceptance Form returned to the School on _____ and
- the fees list.

Name of pupil	
Name(s) of parents(s) (please include all names)	
Address	
Signature	
Date	

Thomas's Battersea 28-40 Battersea High Street London SW11 3JB lgargour@thomas-s.co.uk	Thomas's Clapham Broomwood Road London SW11 6JZ cbryer@thomas-s.co.uk	Thomas's Fulham 49 Hugon Road London SW6 3ES jhind@thomas-s.co.uk
Thomas's Kensington 17-19 Cottessmore Gardens London W8 5PR aboyer@thomas-s.co.uk	Thomas's Kindergarten 28-40 Battersea High Street London SW11 3JB glitterick@thomas-s.co.uk	