

Cancellation Notice and Cancellation Form

Bedford Girls' School

Contract for educational services (Parent Contract)

If your contract with the Harpur Trust 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 Harpur Trust or School staff you may cancel the contract within 14 days of the date of acceptance. The place was accepted when you returned the acceptance form with your payment of the Acceptance Deposits.

You have the right to cancel the Parent Contract without giving any reason.

To exercise your right to cancel, you must inform the Harpur Trust and the Headmistress of Bedford Girls' School 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 Acceptance Deposit/Additional Deposits, 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 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.

Cancellation Form

Cancellation of contract

To the parents:

If you wish to cancel your Parent Contract with the Harpur Trust within the 14 day period of accepting the place, please notify the Headmistress, Mrs Gemma Gibson, by email or letter, at the School address. Below is some suggested wording.

To the Headmistress

The Harpur Trust, Pilgrim Centre, Brickhill Drive, Bedford MK41 7PZ

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 Trust on / / ; and
- the fees list.

Name(s) of parent(s):

Address(es) of parent(s):

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Signed:

Date: