

**HE Students Cancellation form**

**Right to cancel**

You have the right to cancel this contract within 14 days (two weeks of starting your course) without giving any reason. Cancellation will not affect your ability to study with us in the future.

To exercise the right to cancel, you must inform us by submitting this form to Enquiries & Admissions during working hours (Mon-Fri 9-5pm).

**Effects of cancellation**

If you cancel your registration within 14 days, we will reimburse all payments received from you by the same means of payment as you used for the initial transaction. If you have any queries regarding a refund please contact the Finance Department.

|  |  |
| --- | --- |
| **Personal Details:** | **Course Details:** |
| Surname/Family Name: | Course title: |
| Forenames: | Department: |
| Title: | Course Manager: |
| Date of birth: | **Reason for Cancellation:** |
| Home Address: | Although you do not need to provide a reason for cancellation, it would be helpful to know as it may help us improve our services in the future: |
| Postcode: |
| Telephone: |

I hereby give notice that I wish to cancel my registration on the following course:

Signature of student: Date: