



PROSPECT HOUSE SCHOOL

Immersion Programme Parent Contract

Cancellation notice and cancellation form

If your contract with Prospect House School 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 staff between submitting your booking form and our confirmation of place, you have the right to cancel the contract within 14 days. The 14 day cancellation period will commence on the day following your receipt of our confirmation of a place.

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.

Effects of cancellation

a) Where we have provided educational services

If, following your acceptance of a place, 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 course fee. We will return to you, after deduction of our reasonable costs, the balance of the course fee and any deposit 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 programme fee received from you, without undue delay.

UPPER SCHOOL

75 PUTNEY HILL
LONDON
SW15 3NT

LOWER SCHOOL

76-78 PUTNEY HILL
LONDON
SW15 6RB

HEADMISTRESS

Mrs Kelly Gray
info@prospecths.org.uk
020 8780 0456

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Together we're extraordinary.



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.

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Cancellation form

Cancellation of Immersion Programme Parent Contract

To the parents:

If you wish to cancel your Immersion Programme Parent Contract with Name of School within the 14 day period, please notify Head of Prospect House School, by email or letter at the address below. Below is some suggested wording.

To the Head of Prospect House School

Prospect House School, 75 Putney Hill, London SW15 3NT

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

- The Programme Confirmation; and
- Immersion Programme Parent Contract Terms and Conditions

Name(s) of parent(s):

Address(es) of parent(s):
.....
.....
.....

Signed:

Date:

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