



HARROW  
SCHOOL

# CONTRACT FOR EDUCATIONAL SERVICES (PARENT CONTRACT): CANCELLATION NOTICE

If this form is being completed electronically, **please use Adobe Reader or Adobe Acrobat**. Adobe Reader is free to [download here](#). To return the completed form to us, please save it to your device and attach it to an email. If you are completing this form by hand, **please use block capitals**.

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 School staff, you may cancel the contract within 14 days of the day following our receipt of your completed and signed Acceptance Form.

To exercise your right to cancel, you must inform the Admissions Office of your decision to cancel this contract by a clear statement (e.g. a letter sent by post to the Registrar, 5 High Street, Harrow on the Hill, Middlesex HA1 3HP, or an email to [admissions@harrowschool.org.uk](mailto:admissions@harrowschool.org.uk)) before the cancellation period has expired. 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.

## EFFECTS OF CANCELLATION

### a. Where we have provided educational services

If, following your acceptance of a place and payment of the Entry 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.

## CANCELLATION FORM

### To the Head Master of Harrow School

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

- my son's offer letter;
- 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(s) of parent(s) \_\_\_\_\_

Address(es) of parent(s) \_\_\_\_\_

Signature \_\_\_\_\_

(Either print, sign and scan, or use an Adobe Digital ID. Click inside the Signature field to use an existing Digital ID or to set up a new one)

Date \_\_\_\_\_

For more information, please contact the Admissions Office on +44 (0)20 8872 8007 or [admissions@harrowschool.org.uk](mailto:admissions@harrowschool.org.uk)