

York College Contract Cancellation Instructions and Form



Please forward the completed form overleaf, along with any supporting evidence by email to: cancel@yorkcollege.ac.uk. If you require assistance with completing this form, our Admissions Team can help. They can be contacted by calling 01904 770397 or by emailing info@yorkcollege.ac.uk.

Cancelling your contract within 14 days

For cancellations within 14 days please complete sections 1 and 3 of the form overleaf.

Customers have the statutory right to cancel their contract with the College within 14 days without giving any reason. Where written notification of contract cancellation is received by the College within 14 days, a refund of fees paid will be made and any remaining fees outstanding will be cancelled.

- For full time Higher Education courses the statutory right to cancel the contract expires 14 days from the date of acceptance of the offer of a place at the College through UCAS.
- For Business Partnerships Full Cost Courses the statutory right to cancel the contract expires 14 days from the date of the booking being confirmed.
- For all other courses the statutory right to cancel expires 14 days from the date of the first expected attendance.

Where a contract cancellation is received within 14 days but some teaching has already taken place, the College will retain payment for the value of the teaching hours delivered in proportion to the full length of the course. If any other costs have been incurred specifically on behalf of the student, then the College will also retain payment for these costs.

Cancelling your contract after 14 days

For cancellations after 14 days please complete sections 1, 2 and 3 of the form overleaf and attach any appropriate supporting evidence.

After the statutory 14 day cancellation period has elapsed, all fees (for non-Apprenticeship courses) are payable in full and no refund of fees will normally be made, even where the student is unable to continue their studies. Requests for refunds / waiver of outstanding fees after the 14 days period will be considered by the College but will generally only be granted in exceptional circumstances. A claim for a refund outside the 14 day period must clearly state the reason for the request and should be supported by appropriate evidence.

Requests for a refund and / or waiver / credit of fees resulting from the cancellation of an Apprenticeship Training Services Agreement after the statutory 14 day period will be dealt with in accordance with the ESFA funding rules for Apprenticeship Funding.

Method of refund payments

All refunds will be made either by refunding back onto the original debit or credit card used, or by a BACS transfer.

Wherever possible, any refund due will be made within 14 days of receipt of the notification of cancellation.

York College Contract Cancellation Form

I hereby give notice that I wish to cancel my contract of sale with York College for the supply of the following course:



Section 1: To be completed by all customers requesting cancellation of their contract.			
Title of course:			
Student name:			
Student reference number:			
Student email address:			
Student postal address:			
Amount paid / amount of refund requested	£	Amount of fees still outstanding (if any)	£
Payee name and address: (If different from student name and address above)			

Section 2: To be completed by customers requesting cancellation of their contract after the statutory 14 days period has elapsed.
<p>Requests for refunds and / or waiver of outstanding fees after the statutory 14 days period will be considered by the College but will generally only be granted in exceptional circumstances. Please, therefore, briefly state your reasons for requesting cancellation of your contract below and attach any appropriate evidence to support your request for a fee refund and / or waiver. Continue on a separate sheet if necessary.</p>

Section 3: Bank account details for payment of refunds:							
Name of Account holder:							
Sort Code:			-			-	
Account Number:							
Is this the student's account? <input type="checkbox"/> Yes <input type="checkbox"/> No (Delete as appropriate)	If no – What is your relationship to this student?						
Student Signature (If submitting this form via the College website you can type your name here)							
Date:							