

For students who have completed the enrolment form in a place other than a Heart of Yorkshire Education Group premises or using the online enrolment form**Right to Cancel**

If you have completed and signed your enrolment form with a member of Heart of Yorkshire Education Group ("**College**") staff in a place that is **not** a College premises or using distance communication (e.g. via the internet, telephone etc.), you have the right to cancel your contract (enrolment) with the College within 14 days without giving any reason.

The cancellation period will expire after 14 days from the day of the conclusion of the contract (when you sign the enrolment form).

To exercise the right to cancel, you must inform the College of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or e-mail).

Address: Student Data, Heart of Yorkshire Education Group, City Campus, Margaret Street, Wakefield WF1 2DH

Telephone: 01924 789789

e-mail: data@heartofyorkshire.ac.uk

You may use the attached model cancellation form, but it is not obligatory.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

Effects of Cancellation

If you cancel this contract (enrolment), we will reimburse to you all payments received from you.

We may make a deduction from the reimbursement for loss in value of any goods supplied, if the loss is the result of unnecessary handling by you.

We will make the reimbursement without undue delay, and not later than -

- (a) 14 days after the day we receive back from you any goods supplied; or
- (b) (if earlier) 14 days after the day you provide evidence that you have returned the goods; or
- (c) if there were no goods supplied, 14 days after the day on which we are informed about your decision to cancel this contract.

We will make the reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement.

Enrolment Cancellation Form

If you have received goods in connection with the contract, you shall send back the goods or hand them over to us at the above address without undue delay and in any event not later than 14 days from the day on which you communicate your cancellation from this contract to us. The deadline is met if you send back the goods before the period of 14 days has expired.

If you requested to begin the performance of services during the cancellation period, you shall pay us an amount which is in proportion to what has been performed until you have communicated to us your cancellation from this contract, in comparison of the full coverage of the contract.

To: Student Data
 Heart of Yorkshire Education Group
 City Campus
 Margaret Street
 Wakefield WF1 2DH
 e-mail: data@heartofyorkshire.ac.uk

I hereby give notice that I cancel my contract for the supply of the following service:

Enrolment Details:

Course	
Enrolment Date	

Student Details:

Name	
Address	
Signature	
Date	

Student Data Use:

Student ID	
Course Code	
Fees Paid	
Record Updated	
Finance Informed	
Signature	Date

Finance Use:

Refund Processed	
Signature	Date