

Model instructions for cancellation

Right to cancel

You have the right to cancel this contract within 14 days without giving any reason.

The cancellation period will expire after 14 days from the day of the conclusion of the contract.

To exercise the right to cancel, you must inform Imperial College London of your decision to cancel this contract by emailing **presessional@imperial.ac.uk** a clear statement or this form before the Cancellation period has expired. You may use this model cancellation form but this 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, we will reimburse to you all payments received from you. We will make the reimbursement without undue delay, and not later than 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.

If you requested to begin the programme [the performance of services] during the cancellation period, you shall pay us an amount in proportion to the amount of the programme you have attended [the services that have been performed] until you have communicated to us your cancellation from this contract, in comparison with the full cost of the programme [the coverage of the contract].

Model Cancellation Form

To the Centre for Academic English, Imperial College London, Level 3 Sherfield Building, South Kensington Campus, London SW7 2AZ email: presessional@imperial.ac.uk.

I hereby give notice that I cancel my contract for the following programme:

[Please give name and length of the programme you are cancelling]

[You can find these details in the email or letter we sent you to confirm your registration or enrolment.]

Date offer accepted:

Student Name:

Student CID:

Student Address:

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Student email:

Signature [not required if you are emailing this form]:

Date:

[If sending by post, we recommend you obtain and keep proof of postage]