



## Cancelling your Acceptance

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After you have accepted your offer of a place, you have the right to cancel your acceptance within 14 days without giving any reason under the Consumer Contracts (Information Cancellation and Additional Charges) Regulations 2013. The cancellation period will expire after 14 days from the date we receive your acceptance.

If you cancel your acceptance within the 14 day cancellation period, we will reimburse to you all payments received from you without undue delay, and in any event not later than 28 days after the day on which you inform us of your decision to cancel. 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 start your programme during the cancellation period, the College will charge you a reasonable sum for the programme provided.

You can cancel your acceptance by informing the College's Admissions Office by email [admissions@nchlondon.ac.uk](mailto:admissions@nchlondon.ac.uk) or by writing to the Admissions Office, 19 Bedford Square, London WC1B 3HH.

### **It would be helpful if you could include the following in your email/letter:**

I give notice that I cancel my offer of a place to study on the .....  
programme.

Name of Applicant:

Address of Applicant:

Student or UCAS number (where relevant):

Signature of Applicant (if cancellation is by letter)

Reason for cancellation (optional):

Please note, if you have applied via UCAS there are UCAS regulations that both the College and applicants need to take into account when making any changes to an application to study. The UCAS website has guidance on any actions you need to make or be aware of. Nothing in these regulations will remove your right to cancel under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

Cancelling outside the statutory 14 day period, may result in you being liable for tuition (and other) fees. Full details are contained with the College's Cancellation, Withdrawal, Refund and Compensation Policy.

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Title	Cancelling your Acceptance	Author	Executive Dean
Location	NCH Academic Handbook	Approved by	Executive Committee
Version	2.1	Last updated	October 2018
Publication date	October 2017	Review date	October 2020
Related policies	Admissions Policy: Terms and Conditions; Cancellation, Withdrawal, Refund and Compensation Policy		
External Reference Point	UK Quality Code: Admissions, Recruitment and Widening Access Consumer Contracts (Information Cancellation and Additional Charges) Regulations 2013		