



Holiday Camp 2021 Cancellation Notice and Form

The Saint John's School Foundation (School)

Holiday Camp Agreement (Agreement)

If your Agreement with the School was formed entirely by means of distance communication (i.e. by post, or electronic communication) without a face to face meeting with a member of the School staff you may cancel the Agreement within 14 days. The 14 day cancellation period will commence on the day following our confirmation of a place on the Holiday Camp for your child.

To exercise your right to cancel, you must inform us at the School address of your decision to cancel this Agreement by a clear statement (e.g. a letter sent by post or an email). 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.

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

Effects of cancellation

a) Where we have provided services

If, following Our confirmation of a place, we provide services to the child, and then you choose to cancel the Agreement 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 Agreement, calculated as a proportion of the Holiday Camp fees. We will return to you, after deduction of our reasonable costs, the balance of fees paid.

b) Where we have not provided services

If you cancel this Agreement within the 14 day period and we have not provided any services, we will reimburse to you in full any payment of fees 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.

Reimbursement of payments made

If you have paid to us an amount greater than any costs we have properly incurred, we will reimburse you with the balance, within the timescale and in the manner set out in b) above.



Cancellation Form

Cancellation of Holiday Camp Agreement

To the parents:

If you wish to cancel your Agreement with The Saint John's School Foundation within the 14 day period, please notify the Director of Marketing and Communications, by letter to the School address or by email to holidaycamp@stjohns.surrey.sch.uk. Below is some suggested wording.

To the Director of Marketing and Communications of The Saint John's School Foundation

St John's School, Epsom Road, Leatherhead KT22 8SP

Full name of our Child:

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I / We hereby give notice that I / we cancel the Holiday Camp Agreement for our above named Child as set out in:

- the Booking Form
- the Holiday Camp *Terms and Conditions*
- Our confirmation

Name(s) of parent(s):

Address(es) of parent(s):
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.....
.....

Signed:

Date: