

Right of Cancellation (Distance and Off-Premises Contracts only)

Instructions for Cancellation

You have the right to cancel the contract of enrolment within 14 days without giving any reason if the contract was concluded by way of distance (e.g. on-line or telephone) or off-premises (e.g. at place of work). The cancellation period will expire 14 days from the day of the conclusion of the contract.

To exercise the right to cancel, you must inform Reception at City College Plymouth, Kings Road, Devonport, Plymouth, Devon, PL1 5QG (tel: 01752 305735) (email: reception@cityplym.ac.uk) of your decision to cancel this contract by clear statement (e.g. a letter sent by post, fax or email). 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 we will reimburse you all payments received from you, including the costs of delivery (except for the supplementary costs arising if you chose a type of delivery other than the least expensive type of standard delivery offered by us).

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

City College Plymouth MODEL CANCELLATION FORM¹



To: City College Plymouth
Kings Road
Devonport
PLYMOUTH
Devon
PL1 5QG
Tel: 01752 305300
Email: reception@cityplym.ac.uk

I hereby give notice that I cancel my contract for the sale of the following goods[*]/for the supply of the following services[*]:-

[detail here the educational course or service, or goods, you wish to cancel]

.....
.....

ordered on [insert date]

Name of Consumer/Student:

Address of Consumer/Student:

.....

Signature of Consumer/Student: (only if this form is on paper)

.....

Date

[*] delete as necessary

¹ Consumer Contracts (Information, Cancellation and Additional Payments) Regulations 2013