

STATUTORY CANCELLATION INSTRUCTIONS

Right to cancel

You have the right to cancel your Pre-Enrolment and Enrolment 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 (i.e. 14 days following the date upon which you accept our offer of a place for your Pre-Enrolment Contract or 14 days following the date of online enrolment for your Enrolment Contract). If you have passed the 14 day cancellation period, and you wish to withdraw, you will need to follow the [student withdrawal process](#).

If you **have not yet enrolled** on your course and you wish to exercise the right to cancel, you must inform the University of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or e-mail). **You may use the model cancellation form below, but it is not obligatory.** Please write to: Admissions at Sheffield Hallam University, City Campus, Howard Street, Sheffield, S1 1WB or email home admissions@shu.ac.uk

If you **have enrolled** on your course and you wish to exercise your right to cancel, you must inform you're the University of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or e-mail). **You may use the model cancellation form below, but it is not obligatory.** Please write to your Student Support Adviser at Sheffield Hallam University, City Campus, Howard Street, Sheffield, S1 1WB or email hallamhelp@shu.ac.uk

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 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 us your cancellation from this contract, in comparison with the full coverage of the contract.

STATUTORY CANCELLATION FORM

<p>If you have <u>not yet enrolled:</u></p> <p>Write to: Admissions Sheffield Hallam University City Campus Howard Street Sheffield S1 1WB</p> <p>Or email: homeadmissions@shu.ac.uk</p>	<p>If you <u>have enrolled:</u></p> <p>Write to: [Your Student Support Officer] Sheffield Hallam University City Campus Howard Street Sheffield S1 1WB</p> <p>Or email: hallamhelp@shu.ac.uk</p>
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I hereby give notice that I cancel my contract for the supply of the following service:

Contract for the supply of education services at Sheffield Hallam University for

..... (Course)

Date of Acceptance of Offer* / Date of Online Enrolment*.....

Name of Student:

Address of Student:

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Signature of Student(not required if submitting form electronically)

Student Number:

Date of Cancellation:

****Please delete as appropriate: if you have not yet enrolled, please confirm the date you accepted your offer; if you have enrolled, please confirm the date you enrolled.***

See page 1 for the Cancellation Instructions. Please note that you cannot use this form to withdraw if you enrolled in person on University premises.