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## RIGHT TO CANCEL

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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 that you accept your offer.

To exercise the right to cancel, you must inform us, LCCA, of your decision to cancel this contract by e-mail ([admissions@lcca.org.uk](mailto:admissions@lcca.org.uk)) or via a letter sent by post (LCCA Admissions Team, 9 Holborn, London, EC1N 2LX)

If you email or send a letter, you should include your student ID/reference number and the name of the course you wish to cancel.

We will acknowledge your cancellation request via email without delay.

Alternatively, you may use the attached 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. If you send a letter or post the cancellation form, you should obtain a proof of posting to confirm the date that you sent it.

### **Effects of cancellation**

If you cancel this contract, we will cancel your registration for the course that you have told us you want to cancel.

If you cancel this contract within 14 days, we will reimburse to you any money you have paid for the course, less a £50 administration charge.

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.

Please note: if you have paid a deposit, the deposit is refundable (less £50 administration charge) if you cancel your place at UCA prior to 1 June, or within 14 days of the date you accept your offer, if that is later than 1 June.

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## CANCELLATION FORM

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If you would prefer to cancel your place on a course at LCCA via email instead of completing this form, please email [admissions@lcca.org.uk](mailto:admissions@lcca.org.uk) with your student ID/reference number, confirming that you wish to cancel your place.

To:	London College of Contemporary Arts
Address:	LCCA Admissions Team, 9 Holborn, London, EC1N 2LX
Email Address:	<a href="mailto:admissions@lcca.org.uk">admissions@lcca.org.uk</a>

I hereby give notice that I cancel my contract for the sale of the following goods / for the supply of the following service:	
Place at LCCA (enter course title)	
Offer received (enter date):	
Name of consumer(s):	
Address of consumer(s):	
Signature of consumer(s) (only required if this form is notified on paper):	
Date:	