

INTO 

UEA University of
East Anglia



TERMS AND CONDITIONS

The International Science Summer School 2023



THE QUEEN'S AWARDS
FOR ENTERPRISE:
INTERNATIONAL TRADE
2016

INTO University of East Anglia

Terms and Conditions

These terms and conditions shall apply to The International Science Summer School 2023 available as either:

Route 1 - One week science Summer School from 2 July to 8 July 2023 inclusive of arrival and departure dates;

or

Route 2 - Two week science Summer School from 2 July to 15 July inclusive of arrival and departure dates.

1. Application of the Terms and Conditions

- a. These terms, together with those terms contained in any Offer Letter, (together the “Terms and Conditions”) set out the contractual terms which apply between INTO UEA LLP, a limited liability partnership registered in England with company number OC332020 and whose registered office is at The Registry, University Of East Anglia, Norwich, Norfolk, NR4 7TJ (“INTO Centre”/“we”) and any person (the “Student”/“you”) and any person (the “Student”/“you”) who wishes to study on the International Science Summer School 2023 either as Route 1 or Route 2.(the “Summer School”) at the INTO Centre. **These Terms and Conditions apply to the (the “Summer School”) and references to the “Summer School” shall mean reference to the International Science Summer School 2023 either as Route 1 or Route 2 as indicated at the application stage.** It is very important that you review these terms, and any documents detailed within them, carefully before signing and submitting your application form for admission onto the Summer School at the INTO Centre by indicating your preference as Route 1 or Route 2 on the application form (the “Application Form”). You should ensure that you read the terms in relation to Summer School Fees and Payment, Contracts Made by Distance Communication, and Complaints Handling.
- b. By accepting these terms, the Student agrees to adhere to all policies, code of conducts, and/or regulations, as stipulated by the INTO Centre, or any third party involved in providing any aspect of the Summer School. Specific operational policies for the INTO Centre are available on request.
- c. The following rules of interpretation will apply to these Terms and Conditions:
 - i. Unless the context otherwise requires, words in the singular shall include the plural and the plural shall include the singular.
 - ii. Unless the context otherwise requires, a reference to one gender shall include a reference to other genders.
 - iii. Any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
 - iv. A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time.
 - v. A reference to a statute or statutory provision shall include all subordinate legislation made from time to time under the statute or statutory provision.

2. Application to the Summer School and Confirmation of Acceptance

- a. In order to secure your place either as Route 1 or Route 2 on the Summer School, you should complete the Application Form in full along with the requested documentation and submit to: into@uea.ac.uk in accordance with the instructions detailed in the Application Form by no later than Friday 26 May 2023.

- b. Should your Application Form be accepted either under Route 1 or Route 2 we shall issue you with a written offer of a place on the Summer School, which will include any conditions that must be met by you and for which the offer is conditional upon (the "Offer Letter").
- c. We reserve the right to accept or reject your Application Form at its absolute discretion.

In order to accept the offer, you must:

- i. complete and return the **Acceptance Form** confirming acceptance of the offer indicated in the Offer Letter (details of where to return your completed Acceptance Form can be found in the Offer Letter); and
 - ii. in addition to carrying out the action above, pay the Fees in full and in accordance with the payment terms for Route 1 or Route 2 as set out on the '**Pro Forma Invoice of Fees' (the "Invoice")**.
- d. After completion of the actions listed in paragraph 2(c) above, the contract between the Student and the INTO Centre is formed and will not terminate until either the Summer School that you are enrolled on comes to an end or you cancel or withdraw from the Summer School; or you are withdrawn from the Summer School by the INTO Centre, in accordance with these Terms and Conditions.

3. Summer School Fees and Payment

- a. A breakdown of the fees payable by the Student (the "Fees") are set out in the **Invoice** and must be paid to us as directed on the **Invoice** by the Payment Due Date being Friday 23 June 2023 and as stated on the Invoice. We reserve the right to make changes to the amount of Fees due should changes to the Summer School be made.
- b. If the Student confirms and is accepted onto any one of the pathways or a Newton programme at the INTO Centre within three (3) years of their successful application of either Route 1 or Route 2 of the commencement date of the Summer School and upon successful completion of the Summer School the INTO Centre will discount the pathway or Newton programme fee by £500.
- c. Students are advised there may be other costs associated with the Summer School which are payable by the Student. Additional fees that may be payable include, but are not limited to:
 - i. Incidental costs - There may be other incidental costs associated with the Summer School which are payable by the Student, for example, daily personal expenses as incurred by the Student.
- d. All Fees set out in the Invoice must be paid in full by the Payment Due Date. Payment must be made in pounds sterling or any other applicable currency offered on the INTO's Centre online student payment platform ("INTOPay") and be by bank transfer, credit card or debit card or any other payment method offered on INTOPay. In exceptional circumstances, payment can also be made by cheque or banker's draft, subject to the prior written approval of the INTO Centre.
- e. Payments should be made to INTO using INTOPay, which offers a number of payment options. Details of how to access INTOPay are **provided in the Invoice**. If the Student chooses to pay in local currency, a foreign currency exchange rate will be applied. The full amount payable under the various payment options can be viewed via INTOPay at the time and date of the payment process.
- f. When payment has been made through INTOPay, funds will always be applied to any applicable processing fees and/or surcharges in the first instance with remaining funds then being applied to the relevant Fees outstanding on the Student account. Any shortfall will be shown against the Student account so that INTO receives the payment in full. Credit and debit card charges may, to the extent permitted by law, be applied.

- g. Bank transfers can be made in pounds sterling or any other applicable currency offered on INTOPay. When the payer selects their chosen payment method and currency on INTOPay, the applicable exchange rate that the payer will be charged will be provided. We will guarantee this rate for five UK business days. After five UK business days the payer will be charged at the exchange rate applicable on the date on which the actual transfer was made. If this results in a shortfall of Fees paid to the INTO Centre, these will be shown against the Student account so that We receive the payment in full. A UK business day is a day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.
- h. The Fees must be paid in order to accept an offer (as detailed in paragraph 2(d)) are non-refundable unless (i) the Cancellation provisions set out in paragraph 5 below apply, or (ii) the Student is unable to meet visa requirements (in which case the Student will be required to provide an official visa rejection letter to INTO, further details of which are set out in paragraph 7 below). **Students are responsible for reviewing and ensuring that their visa application complies with all local and current UKVI requirements for the duration of their study on Route 1 or Route 2 of the Summer School.**
- i. INTO will use reasonable endeavours to repay to the Student any Fees, remaining at the end of the Summer School within 12 months of the Summer School end date. If INTO, for any reason, has been unable to repay the monies to the Student within 12 months INTO shall have no further obligations to the Student in respect of the monies. The Student is, therefore, advised to confirm with INTO at the end of the Summer School whether they are due repayment of any monies or any other Fees.
- j. Any variation to the standard payment terms contained in this paragraph 3 can only be made with the prior written agreement of the INTO Centre.

4. Repayment of Refunds

- a. Refunds of any payment made to the INTO Centre will only be made to the individual or organisation that originally paid the funds. Refunds will be paid without undue delay and in any event within 60 days of the refund being approved. If a third party has paid the funds on behalf of the Student, the INTO Centre is unable to refund the funds directly to the Student and any refund will be made directly to the third party who originally paid the funds. For any refunds, an administration fee of £25 may be deducted from the total amount refunded to the Student.
- b. All Fees that have been paid by debit or credit card will be refunded to the original card used for payment. If the payment was originally made in a foreign currency, this will be credited back to the original payee at the exchange rate at which the original payment was made. Refunds may have to be made in more than one transaction if the refund refers to more than one payment made by the payer.
- c. Only Fees will be refundable; any associated processing fees or credit card fees are not refundable. Refunds will, to the extent permitted by law, also incur processing and credit card fees.
- d. All Fees that are being paid by bank transfer will only be refunded to the original payee account. If the original payment was made in foreign currency, the refund will be made in pounds sterling. Proof of payment such as a receipt or a bank statement showing payment from that account must be produced for a refund to take place. Failure to do so may delay the refund or prevent it altogether.
- e. INTO's full Refund and Compensation policy can be found at: <https://www.intoglobal.com/media/490071/into-compensation-and-refund-policy.pdf>

5. Cancellation

- a. **Cancellation before the Course commencement date:**
 - i. If the Student cancels their place on the Summer School up to and including the day before the Summer School commencement date, the Student shall receive a refund of all Fees paid to the INTO Centre.

6. Contracts Made by Distance Communication

- a. If the INTO Centre has made its offer for a place on the Summer School and the offer has been accepted by the Student solely by means of distance communication (i.e. if up to the point when the contract is concluded there has been no face-to-face contact between the Student and the INTO Centre or an INTO's representative) then the contract between you and the INTO Centre is a "Distance Contract".
- b. Students are entitled to cancel a Distance Contract 14 days after the day the contract is entered into between the Student and the INTO Centre, i.e. within 14 days after the date set out in paragraph 2(e).
- c. In order to cancel the Distance Contract, the Student must inform INTO by email to into@uea.ac.uk within the time period set out in paragraph 6(b) above. The Student should use the Model Cancellation Form (found at Appendix A of these Terms and Conditions) when notifying the INTO Centre.
- d. If any Fees have been paid under a Distance Contract prior to the date of cancellation specified in 6(c), then a full refund will be provided by the INTO Centre using the same payment type, as soon as possible but, in any event, within 14 days of receipt of the Student's notification of cancellation.

7. Cancellation or Deferral Because of Visa Refusal/Visa Delays

- a. Students are responsible for reviewing the current UK Visas and Immigration ("UKVI") requirements (the "UKVI Requirements") and ensuring that all relevant documentation submitted by them complies with the UKVI Requirements. The INTO Centre will offer advice to Students regarding the UKVI Requirements, however, the sole responsibility for submitting UKVI compliant documentation rests with the Student.
- b. Students are entitled to cancel their place on the Summer School if they have not yet commenced it due to the refusal or non-receipt of a visa provided that (i) the Student informs the INTO Centre in writing and sends evidence to the INTO Centre of the visa refusal or (ii) the Student advises the INTO Centre that they have not yet received their visa. In both (i) and (ii) the Student must notify INTO as early as possible and in any event no later than 29 June 2023 before the Summer School start date.
- b. If the visa refusal states the visa has been refused due to any type of fraudulent activity or deliberate omission by, on behalf of or with the knowledge of the Student, the Student shall be liable for the entire Fees as set out on the **Invoice** which will become non-refundable. In addition, the Student shall be liable for the total of all claims, damages, losses and expenses incurred by the INTO Centre arising as a result of such fraud or deliberate omission, including all losses that were not foreseeable at the date the contract between the INTO Centre and the Student was entered into including, but not limited to, any costs incurred by The INTO Centre in complying with any internal or external investigation.
- c. On occasion, INTO will need to contact the Home Office to clarify details on outstanding visa applications and previous immigration history. Any such contact or related sharing with UKVI of your personal data will be carried out in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018. Please refer to INTO's Privacy Policy for more information about how the INTO Centre processes your personal data.

8. Arrivals

- a. The INTO Centre expects all Students to arrive and start the Summer School on the scheduled Summer School start date. However, INTO recognises that Students are sometimes delayed for unavoidable reasons (for example, due to the cancellation of, or delays to, flights or other transport). In exceptional cases, the INTO Centre will allow Students to arrive after the published Course start date. Unavoidable late arrivals must be approved in writing in advance by the INTO Centre Director of Admissions Operations as soon as the Student becomes aware that they will not arrive in time for the scheduled Summer School start date.
- b. No discount or refund of Fees will be given for late arrivals.

9. Accommodation

- a. INTO aims to provide the accommodation as stated on the marketing materials but the INTO Centre reserves the right to offer an alternative type of accommodation to the Student in the event it is no longer possible to provide the advertised accommodation.
- b. INTO accommodation is only available to Students for the duration of the Summer School.
- c. Accommodation is not available to family members of Students (unless they are also registered to attend the Summer School).
- d. The INTO Centre advises a Student to insure their personal belongings. We shall have no liability for any loss, theft and/or damage to Students' personal belongings kept in INTO accommodation.

10. Damage to Property and Expenses

- a. All Students will be required to pay a damage and sundry expenses deposit of £500.00 (the "Expenses Deposit") which will be invoiced at the time of booking their Course and shall be payable by the Payment Due Date. The Expenses Deposit is refundable at the end of the Course, minus any costs not already paid to the INTO Centre for any damages, exceptional cleaning or other charges which have been incurred either to the residential/homestay accommodation or the premises and/or facilities which are discovered during occupancy or once an inspection has taken place after the Student's departure.
- b. Breakages – Students are responsible for payment of any damage caused by them to property (including but not limited to residential/homestay accommodation and/or other premises and/or facilities, and any fixtures, fittings, furniture, equipment or other contents therein) owned or occupied by INTO, the INTO Centre or a third party (the "Property"). Students in residential accommodation shall be required to sign an inventory on arrival and departure. The INTO Centre reserves the right to recover costs for damage or exceptional cleaning required in respect of any Property from Students. Any damage which requires repairs and/or exceptional cleaning which occurs whilst the Student is living in the relevant Property or is required following the Student's departure will be charged to the Student separately at the going rate. Any damage discovered during the Student's stay will be invoiced at that time and payment will be due immediately. Charges for damage discovered after departure will be deducted from the Expenses Deposit. If the amount due is in excess of the Expenses Deposit the INTO Centre will invoice the Student for the excess amount. The Student shall pay any such amounts to the INTO Centre within 30 days of the date of the Invoice.

11. Airport Pickups

- a. Airport pickups may be booked by the Student who shall be charged a fee for this service (the "Airport Pick-Up Fee"). The Airport Pick-Up-Fee will be advised to the Student before the Student accepts the offer of the service. The airport pickup will be for the passenger named on the Application Form only or for named Students if Students agree in advance (and notifies the INTO Centre in writing) that they wish to share an airport pickup.

- b. Additional family members or chaperones accompanying the named passenger will be charged an additional Airport Pick-Up Fee.
- c. The first 30 minutes of waiting time is included in the Airport Pick-Up Fee. Additional fees shall apply for waiting periods longer than 30 minutes.
- d. Airport Pick-Up Fees will be refunded for 'missed pickups' only. If the Student has a 'missed pickup', which occurs when the Student's departure flight flying to the UK is delayed or when the Student arrives at their UK airport and their transfer has not arrived, the Student must inform INTO, by phoning the INTO emergency telephone number. The INTO emergency phone number will be given to the Student with their airport transfer booking confirmation.
- e. If a Student wishes to cancel their airport pickup because it is no longer required, the Student must notify the INTO Centre on into@uea.ac.uk as soon as possible, and in any event at least 24 hours prior to their scheduled pick up. If a Student notifies the INTO Centre outside of this time, the Student shall remain liable for payment of the Airport Pick-Up Fee.
- f. Airport pickups, from the Student's UK arrival airport and to the Student's UK departure airport, are compulsory for Students under 18, unless parents provide INTO with evidence that they have made alternative arrangements for the collection of their child from and to the UK entry and departure airport.

12. Medical Treatment and Accident Insurance

- a. Acceptance by the Student (or by his/her parent or legal guardian if the Student is under 18), of a place to study on the Summer School at the INTO Centre means the Student (or parent/legal guardian if the Student is under 18):
 - i. gives permission for the administration of first aid and appropriate non-prescription medication to the Student if required; and
 - ii. if the Student is under 18, for the INTO Centre to recommend the Student seeks medical, dental or optical treatment when required.
- b. All Students must maintain a valid and comprehensive medical and accident insurance policy for the duration of their stay in the UK. The INTO Centre may also require the Student to provide evidence of ongoing insurance cover at any point during or after their enrolment on the Summer School at the INTO Centre.

13. Students Who Are Under 18.

- a. In addition, parents of Students who are under 18 must follow the provisions of paragraph 10(b).
- b. If parents are making their own arrangements for either guardianship services or a friend or family member in the UK to act as guardian to the Student, then evidence of these guardianship arrangements together with contact details must be supplied to INTO with the Acceptance Form.
- c. Parents of Students under 18 must sign a consent form authorising nominated INTO staff to take action in the case of an emergency. They must also complete a medical information form. The forms will be included with the Offer Letter and must be completed and returned to the INTO Centre with the **Acceptance Form**.
- d. In the case of Students under 18, any reference in these Terms and Conditions to the liability of Students shall also mean the liability of the parents or guardian of the Student and such liability is joint and several, which means that The INTO Centre can recover any losses, overdue fees or any other costs that it is entitled to recover under these Terms and Conditions from the Student or the parents/guardians.

14. Use of Student Information by INTO

The use of Student personal information is taken very seriously by us. For details about how the INTO Centre uses and processes Student personal information please refer to the INTO Centre's Privacy Notice.

15. Liability

- a. Subject to the following, The INTO Centre (including its staff and/or representatives) shall have no liability to the Student for any loss, damage, costs or expenses arising under or in connection with these Terms and Conditions except where such loss or damage is directly caused by The INTO Centre (or its staff or representatives). We shall not be liable for any loss or damage which was not foreseeable. Losses are foreseeable if they are an obvious consequence of our breach of these Terms and Conditions.
- b. Where such loss or damage is directly caused by the INTO Centre (or its staff or representatives), our liability shall, subject to the following, be limited to 150% of all Fees payable by the Student to the INTO Centre.
- c. Notwithstanding any other provision in these Terms and Conditions, nothing shall exclude or restrict the INTO's Centre's liability for death or personal injury resulting from its negligence or fraudulent misrepresentation or in any other circumstances where liability may not be limited under any applicable law.
- d. The INTO Centre shall have no liability for failure or delay to supply the Summer School and/or any service contemplated by these Terms and Conditions caused by unforeseen factors or circumstances which are outside of the INTO's Centre's reasonable control. Such factors or circumstances include, but are not limited to, staff illness; severe weather; fire; restrictions imposed by government or public authorities; epidemic; pandemic; strikes or other forms of industrial action or a terrorist attack or the threat of a terrorist attack. In the case of unforeseen circumstances beyond the reasonable control of the INTO Centre, we will contact the Student to advise a new commencement or re-commencement date regarding the Summer School or alternatively to advise of an alternative course of action with the Student.

16. Disclaimer

- a. Every effort is made to ensure that content published in the marketing materials together with any other material published in any format, is correct at the time of publication. However, from time to time there may be occasions where some of the information has changed since the date of publication. If, in our opinion, we consider that any change has been made which has a material impact on any offer made to a Student to study with us, we will inform the Student of these changes in writing.
- b. Due to unforeseen circumstances or factors beyond our control, the INTO Centre may have to make variations to the contents and methods of delivery of the Summer School. Such changes may be due, but not limited to, the following circumstances:
 - i. improving the content or delivery of a Course;
 - ii. responding to Governmental or other regulatory changes or requirements;
 - iii. changes to accommodation provision;
 - iv. changes required by the University partner; and
 - v. the circumstances identified in paragraph 16(d).
- c. Applicants to, and Students of, the Summer School will be notified as soon as practicable of any material changes likely to have a bearing on a Student's application or on the Summer School. Please refer to INTO's [Refund and Compensation Policy](#) for further details.
- d. The Summer School, complies with the British Code of Advertising Practice issued by the Advertising Standards Authority.

17. Equal Opportunities

- a. The INTO Centre operates an equal opportunities admissions policy. It aims to ensure that no applicant will receive less favourable treatment on the grounds of age, disability, pregnancy and maternity, sex, gender reassignment, marital status, race, colour, nationality, ethnic origin, sexual orientation, or political or religious belief.

18. Entire agreement

- a. These Terms and Conditions, together with those set out in the Offer Letter, constitutes the entire agreement between the INTO Centre and the Student and supersedes and extinguishes all previous agreements, promises, assurances, representations and understandings between them, whether written or oral relating to the provision by the INTO Centre of the Summer School to the Student.
- b. Should the Student wish to rely on terms which are not contained in these Terms and Conditions, the Student should request in writing that those particular terms be added to these Terms and Conditions. Once the INTO Centre has received and considered such a request, the INTO Centre will confirm in writing whether it accepts the Student's addition to these Terms and Conditions.
- c. Both the Student and the INTO Centre agree that they will have no remedy in respect of any statement, representation or assurance that is not set out in this agreement.

19. Changes to These Terms and Conditions

It may sometimes be necessary for the INTO Centre to make changes to these Terms and Conditions, including, but not limited to, responding to the factors identified in paragraph 18(b). In these circumstances the INTO Centre will provide the Student with notice of any material changes to the Terms and Conditions as soon as reasonably practicable.

20. Transfer of These Terms and Conditions

The INTO Centre may transfer its rights and obligations under these Terms and Conditions to another organisation within the INTO group of companies. In doing so, the INTO Centre will ensure that the Student's rights under these Terms and Conditions are not prejudiced.

21. Severance

Each of the paragraphs of these Terms and Conditions operates separately. If a court finds that any provision of these Terms and Conditions are illegal, the remaining paragraphs will remain in full force and effect.

22. Complaints Handling Policy

- a. If you have a complaint about us, our complaints handling policy can be found at www.intostudy.com/uea/terms. Students are advised to familiarise themselves with the details of the complaints handling policy as there may be separate procedures for the handling of academic and non-academic complaints. For example, the INTO Centre's complaints handling policy may apply for non-academic complaints, whereas the University's complaints handling policy may apply for academic complaints and appeals.
- b. At the conclusion of any complaint that has been handled by the policy detailed in paragraph 22(a) above, INTO University of East Anglia will issue the student who brought the complaint with a Completion of Procedures Letter, detailing the outcome of the complaint, in line with the terms of the INTO's Centre internal policy. The Completion of Procedures Letter will also inform eligible students of their ability to raise their complaint with the Office of the Independent Adjudicator (OIA).
- c. Students who - having concluded the internal policy detailed in paragraph 22(a) above – still feel their complaint hasn't been adequately resolved, may bring their complaint to the attention of the OIA. Providing the nature of the complaint falls within its remit, the OIA will make a final decision on the resolution of the complaint. More information about the OIA, including what kinds of complaints it considers, can be found at <https://www.oiahe.org.uk/students>

23. Notices

- a. Any notice (or other communication) given to the INTO Centre by the Student in connection with these Terms and Conditions must be by email and will be deemed to have been received at 9.00am on the next UK business day after transmission.

24. Banking Regulations

- a. The INTO Centre abides by the guidance of the Financial Action Task Force (FATF) and our banking service providers in relation to taking actions to help prevent money laundering and terrorist financing.
- b. The INTO Centre is bound by international banking restrictions regarding payments to and from certain countries. These restrictions are amended regularly and We reserve the right to amend its payment acceptance procedures accordingly to ensure that it is compliant with these restrictions.
- c. The INTO Centre reserve the right to refuse to accept applications from prospective students or refuse to accept any payments where INTO reasonably believes that in doing so, it risks being in breach of the provisions set out in the above paragraph.
- d. In line with current global banking restrictions, the INTO Centre will not accept applications from students domiciled in the following countries/territories: Cuba, Iran, Syria, North Korea and the Crimean Peninsula (a "Restricted Country").
- e. Payments made from a Restricted Country will be blocked by our global banking partner. In such cases, the payment will be dealt with under the sanctions policy of the bank to which the payment was remitted and, as such, is outside the control of the INTO Centre.

25. Third parties

No third parties may be able to enforce the terms of these Terms and Conditions pursuant to the Contract (Rights of Third Parties) Act 1999.

26. Governing Law and Jurisdiction

- a. These Terms and Conditions and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with them shall be governed by and construed in accordance with the laws of England and Wales.
- b. The Courts of England and Wales shall have exclusive jurisdiction to settle and dispute or claim (including non-contractual disputes or claims) arising out of or in connection with these Terms and Conditions.

27. Non-Waiver

Even if the INTO Centre delays enforcing any provision of these Terms and Conditions, the INTO Centre can still enforce the provision at a later date. If the INTO Centre does not immediately insist that you do anything you are required to do under these Terms and Conditions, or if the INTO Centre delays in taking action against you in respect of you not complying with any of the terms, this will not mean you do not have to comply with the terms or prevent the INTO Centre from taking action against you at a later date.

Appendix A

Model Cancellation Form

(Complete and return this form only if you wish to withdraw from the Course)

To INTO UEA, Norwich Research Park, Norwich NR4 7TJ into@uea.ac.uk

I hereby give notice that I wish to cancel my application and/or withdraw from attending [insert details of Course] at INTO [Centre name].

[Please set out below the reasons for your cancellation, including attaching all relevant information relating to your cancellation as may be required under the Terms and Condition].

The reason(s) for my cancellation are:

Name of Student:

Address of Student:

Signature of Student (only if this form is notified on paper),

Date