

## Appendix A

### Cancellation of the non-refundable deposit

If you change your mind and wish to cancel your deposit you must notify us **within 14 days of the day payment is made from your account**. You have a Statutory Right to cancel your deposit in accordance with Consumer Contract Regulations: to exercise this right you must notify us in writing, e.g. by email. The deposit will be refunded to you in full within 14 days of confirmed receipt of your e-mail or letter. A refund may only be requested by the person with whom the contract is made (i.e. the applicant) or someone with formal legal authority to do so on behalf of the applicant (i.e Power of Attorney).

### Requesting a refund within 14 days of payment:

You may e-mail or send a letter to the Postgraduate Admissions team. The details are below. Please ensure that you note your full name, date of birth and home address clearly on any correspondence. E-mails should be addressed to: [postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk) Letters should be sent by recorded delivery and posted to:

Appeals Postgraduate Admissions  
Schumacher College  
The Old Postern  
Dartington  
Devon  
TQ9 6EA  
Tel: +44(0)1803 847212

**Please note:** the money may only be refunded to the bank account from which the original deposit was received. Additionally, any bank charges incurred by you will not be refunded.

***No automatic refunds will be given after the 14 day period expires.***

### Appeal to cancel a non-refundable deposit once the 14 day period has passed

A formal request clearly outlining the grounds on which you wish to appeal (written or emailed) must be received as soon as possible; but no later than **1<sup>st</sup> September in year of application made**. The College response to your appeal will be communicated **within eight weeks** of receipt.

Please note that we cannot enter into discussion with any individual other than the applicant who has entered the agreement without their prior permission: this is to ensure the applicant's rights under data protection are upheld. If you would like to give permission for someone else to discuss this matter on your behalf please e-mail a request to: [postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk) from the email address provided in your application. You should provide your full name, date of birth and course details on any correspondence.

**If you require further information please do not hesitate to contact us:**

Tel: +44 (0)1803 847212

[postgradadmin@schumachercollege.org.uk](mailto:postgradadmin@schumachercollege.org.uk)

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