

# Open College of the Arts

## Cancellation Form



You should use this form if you are cancelling your course within the 14 day cancellation period only. It should be returned to [cancellationsandwithdrawals@oca.ac.uk](mailto:cancellationsandwithdrawals@oca.ac.uk) or posted to

Open College of the Arts, The Michael Young Arts Centre, Room 301, DMC 02, County Way, Barnsley, S70 2AG.

If you are a continuing student enrolled to a degree course and you also wish to withdraw from the degree, you will need to complete a Withdrawal form to withdraw from the degree.

You should not use this form if you are outside the cancellation period. For withdrawals outside the cancellation period, please download the Withdrawal Form from our website:- <https://www.oca.ac.uk/about-us/our-policies/>

## Frequently asked questions

What happens after I submit my form?

The date we receive your form is the cancellation date. You will receive an email confirmation of your cancellation within 10 working days of receipt of your request to withdraw. Where physical materials are provided as part of the course, these must be returned.

If your course is funded by Student Finance they will also be notified of your withdrawal.

Who can I ask for help?

If you are unsure of your options, or need help completing the form please contact [studentadvice@oca.ac.uk](mailto:studentadvice@oca.ac.uk)

What about the fees I have paid?

If you have made a payment, or any payment has been made on your behalf we will provide a full refund via the payment method originally used.

## Student details

Name

Student Number

Phone number

Email address

Programme of Study  
(e.g. BA Hons Photography,  
Foundations in Drawing)

## I am cancelling the following...

Please give full details of any unit(s) and / or the degree you are cancelling:

## Reasons for cancellation

Financial

Health / Medical

Personal

Dissatisfaction with course

Other course related

Employment

Other

Please provide further details in the space below in all cases:

## Declaration and signature

I confirm that I wish to cancel the above course within the 14 day cancellation period as outlined in OCA [Terms and Conditions](#)

I understand that I am responsible for the cost of returning any physical course materials provided as part of the course

I understand that I must not download any licensed digital materials accessed as part of the course

Signature

Date