Open College of the Arts

Cancellation Form

Please use this form only if you are cancelling your course if you have received an intake confirmation email and/or you are within the 14-day cancellation period.

Return this form to cancellationsandwithdrawals@oca.ac.uk or mail it to:

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

If you're a continuing student enrolled in a degree course and wish to withdraw from the degree, you'll need to complete a separate Withdrawal Form.

Do not use this form if you are outside the cancellation period. For withdrawals beyond the 14-day period, please download the Withdrawal Section of the Student Handbook or policy information at https://www.oca.ac.uk/about-us/our-policies/.

Frequently Asked Questions

What happens after I submit my form?

The cancellation date is when we receive your form. You'll get email confirmation within 10 working days. If your course includes physical materials, they must be returned. Student Finance will also be notified of your withdrawal, if applicable.

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.

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.

Student details

Name	
Student number	
Phone	
Personal email	
Programme of study	Select here
Unit name	

Cancellation type

◯	Unit only Applicable for degree students only, withdrawing from a unit of study only but not withdrawing from the programme.
◯	Complete cancellation Withdrawing from unit and, if applicable, degree programme

Reason for cancellation

☐	Financial	☐	Health/Medical	☐	Personal
☐	Dissatisfaction with course	☐	Other course related	☐	Employment
☐	Defer intake* *within same academic year only	☐	Other		

INTERNAL ONLY: If a student is deferring intake, please ensure the Student Advice Team is aware.

Please provide further details in the space below:

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.

If you receive Student Finance funding, we aim to notify Student Finance of your cancellation within 30 days. If you are transferring to another university during this academic year and want your Student Finance funding transferred rather than cancelled, please inform Learner Support as soon as possible (learnersupport@oca.ac.uk)

Signature		Date	