



## HOW TO ACCEPT A CHANNING OFFER 2026

We advise you to give yourself ample time to complete the Acceptance Form and not to leave it too close to the published acceptance deadline, in case of technical difficulties.

### Before you complete the Acceptance Form

- Be aware of our current [Tuition Fees](#).
- Fees for entry in September 2026 will be published on the Channing website in April 2026.
- Please have payment card details available to pay the acceptance deposit. It is the last step of the process.
- Have to hand, an image of your daughter's passport photo page (and visa if applicable) ready to upload.
- Have your bank account details to hand, to complete the Direct Debit Mandate Form. Fees are collected by direct debit on the first day of term.

**IMPORTANT:** Errors on the contract (details entered into the wrong field; error on parent date of birth or name, wrong start date or incomplete bank direct debit mandate) will result in starting the process again with a new contract.

### How to complete the Acceptance Form

#### *First Signatory*

1. Either parent can start the signing process. Please decide in advance who will be the first signatory because the first signatory pays the deposit by card and completes the direct debit mandate form for tuition fees.
2. The first signatory starts the process by clicking on the Acceptance Form LINK in the offer email. This will open a Docu Sign landing page. They enter their full name and their email address as well as the name and email address of the second signature. Click [BEGIN SIGNING](#).
3. If the details of a second signatory are not provided, the contract will be void and the signing process will need to be started again.
4. **The first signatory**
  - a. enters the child's details, confirms parental responsibility, enters their own details, and signs the acceptance form
  - b. uploads an image of their daughter's passport and, if applicable, an image of the residence visa or share code
  - c. completes the Direct Debit mandate form. Select [FINISH](#). **The Payment Form will appear**
  - d. pays the deposit by entering card details. Select [PAY & FINISH](#) and select [CONTINUE](#).
5. An email will now be sent to the second signatory with a link to access the partially completed acceptance form. The second signatory is only required to enter their own details and sign



## 6. The Second Signatory

- a. Opens the DocuSign email with the partially completed contract by the first signatory, select REVIEW DOCUMENT. We recommend you read the document very carefully.
  - b. Scroll down to Page 5. Enter your details under the column title “Second Signatory” and sign the form.
  - c. Select FINISH. Select CONTINUE.
7. A second signature on the Acceptance Form triggers the release of the deposit to Channing.
  8. The Acceptance Form is now complete. A copy of the Acceptance Form will be sent to you as well as the Channing Finance and Admissions Offices.
  9. A formal acknowledgement of your Acceptance and confirmation that your daughter will join Channing will be sent to you as soon as the Admissions Team has checked the document and confirmed receipt of the deposit.

If you need any assistance with any part of the Acceptance process, please do not hesitate to contact the Admissions Team on 020 8340 2328 or send an email to [admissions@channing.co.uk](mailto:admissions@channing.co.uk)

Once your daughter is enrolled at Channing, the Finance Office can be contacted on [accounts@channing.co.uk](mailto:accounts@channing.co.uk) if you have any queries about the payment of fees.

## The Admissions Team

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