



HOW TO ACCEPT A CHANNING OFFER

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 2025 will be published on the Channing website in April 2025.
- Please have payment card details available to pay the acceptance deposit. It is the last step.
- Have 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 on the first day of term.

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.
2. The first signatory pays the deposit and completes the direct debit mandate form.
3. The first signatory starts the process by clicking on the Acceptance Form LINK in the offer email. They enter their full name and email address and the name and email address of the second signature. Click **BEGIN SIGNING**.
4. 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.
5. The first signatory enters the child's details, confirms parental responsibility, enters their own details and signs the acceptance form.
6. The first signatory uploads an image of your daughter's passport and, if applicable, an image of the residence visa or share code.
7. Complete the Direct Debit mandate form. Select **FINISH**. **The Payment Form will appear.**
8. Pay the acceptance deposit by entering card details. Select **PAY & FINISH** and select **CONTINUE**.
9. 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.

Second Signatory

10. Using the link received by email (From DocuSign), select **REVIEW DOCUMENT**. We recommend you read the document very carefully.
11. Scroll down to Page 5. Enter your details under the column title "Second Signatory" and sign the form.
12. Select **FINISH**. Select **CONTINUE**.
13. A second signature on the Acceptance Form triggers the release of the deposit to Channing.



CHANNING

14. The Acceptance Form is now complete. A copy of the Acceptance Form will be sent to you as well as the Channing Admissions Office.
15. 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

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

The Admissions Team

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Registrar

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