University of Brighton
Academies Trust

University of Brighton Academies Trust
The Burgess Hill Academy
Station Road, Burgess Hill
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brightonacademiestrust.org.uk
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16th September 2026

Dear Sir or Madam

University of Brighton Academies Trust: notice of intention to close, and request for confirmation of account position

I am writing to inform you that the University of Brighton Academies Trust has ceased trading and that the trustees intend to proceed with the closure and dissolution of the company. Our records indicate that your organisation has supplied goods or services to the trust or one of its schools.

Before the closure can be completed, we must be satisfied that all accounts between the trust and its suppliers have either been transferred with the school to their new trust or fully settled and that no further obligations remain on either side. I would therefore be grateful if you would check your records and confirm the following three points in writing:

1. That the trust does not owe your organisation any money, whether in respect of unpaid or unpresented invoices, retentions, deposits, credit notes or any other sum.

2. That your organisation does not owe the trust any money, whether in respect of overpayments, credits, rebates, refunds, unreturned deposits or any other sum.

3. That there is no continuing contractual relationship between your organisation and the trust, including any live service agreement, licence, subscription, lease, maintenance arrangement or framework agreement, which could give rise to a liability or a claim of the kind described at points 1 or 2 above.

If your records show any outstanding balance, or any contract that remains in force, please provide full details together with copies of the relevant invoices, statements or agreements so that the matter can be resolved before the trust is closed.

Please send your response to S Cornelius at transfer@brightonacademiestrust.org.uk within 14 days of the date of this letter. If we have not heard from you within that period, we will proceed on the basis that there are no sums owing in either direction and no continuing contractual obligations between us, and the trust's records will be closed on that basis.

Please also treat this letter as notice that no further goods or services should be supplied to the trust, and that no further invoices should be raised, unless you have been asked in writing to continue.

Thank you for your assistance in this matter, and for the service you have provided to the trust.

Yours faithfully



S Cornelius
CFO
University of Brighton Academies Trust

University of Brighton Academies Trust is a charitable company limited by guarantee, registered in England and Wales with company number 7185046.