

Enrolment application form 2011/12

WEB

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Payment method	Surname/month	

Please complete this form if you would like to enrol with ILEX Tutorial College (ITC) to study your City & Guilds/ILEX programme by distance learning. This application form is valid until 30 June 2012.

STEP 1 SELECT YOUR COURSE(S)

You will receive course materials for each of the units that make up your selected qualification, as shown on Tables A and B overleaf.

<input type="radio"/> City & Guilds/ILEX Level 2 Award in Legal Studies – £195.83 plus VAT (£235) (if you select this qualification please also select Unit 201 and one further unit from 203-210 on the right)	<input type="radio"/> City & Guilds/ILEX Level 2 Diploma for Legal Secretaries – Legal Studies Route – £550 plus VAT (£660) (if you select this qualification please also select Unit 201 and one further unit from 202-210 on the right)	<input type="radio"/> Unit 201 The Legal Environment
<input type="radio"/> City & Guilds/ILEX Level 2 Certificate in Legal Studies – £354.17 plus VAT (£425) (if you select this qualification please also select Unit 201, Unit 202 and one further unit from 203-210 on the right)	<input type="radio"/> City & Guilds/ILEX Level 3 Certificate for Legal Secretaries – £354.17 plus VAT (£425)	<input type="radio"/> Unit 202 Principles of Liability
<input type="radio"/> City & Guilds/ILEX Level 2 Certificate for Legal Secretaries – £354.17 plus VAT (£425)	<input type="radio"/> City & Guilds/ILEX Level 3 Award in Legal Information Processing – £195.83 plus VAT (£235)	<input type="radio"/> Unit 203 Principles of Criminal Liability
<input type="radio"/> City & Guilds/ILEX Level 2 Award in Legal Information Processing – £195.83 plus VAT (£235)	<input type="radio"/> City & Guilds/ILEX Level 3 Diploma for Legal Secretaries – Legal Information Processing Route – £550 plus VAT (£660)	<input type="radio"/> Unit 204 Principles of Debt Recovery
<input type="radio"/> City & Guilds/ILEX Level 2 Diploma for Legal Secretaries – Legal Information Processing Route – £550 plus VAT (£660)	<input type="radio"/> City & Guilds/ILEX Level 3 Diploma for Legal Secretaries – Legal Studies Route – £550 plus VAT (£660) (if you select this qualification please also select Unit 201 and one further unit from 202-210 on the right)	<input type="radio"/> Unit 205 Employment Matters
		<input type="radio"/> Unit 206 Personal Injury Procedures
		<input type="radio"/> Unit 207 Consumer Matters
		<input type="radio"/> Unit 208 Family Matters
		<input type="radio"/> Unit 209 Probate Practice and Administration
		<input type="radio"/> Unit 210 Conveyancing

STEP 2 TELL US YOUR PERSONAL DETAILS Please complete in full in block capitals.

Title	Forenames	
Surname	Date of birth	
Home address		
Postcode	C&G enrolment no (only if any prior C&G courses studied)	
Home tel number	Home email address*	
Employer		
Employer's address		
Postcode	DX number	
Work tel number	Work email address*	

*It is essential that you provide an email address. If you have provided a home and a work email address please indicate your preferred address: your home email address your work email address

Courses will be sent to your employer's address unless you indicate otherwise by ticking this box.

Please allow up to 28 days for delivery of your course materials or up to six weeks if you live overseas.

The information you provide on this form will be used to facilitate the processing of your order and the administration of your course. Information may be shared within the ILEX Group (the Institute of Legal Executives and ITC) and will be provided to the Learner Registration Service for the purpose of issuing or verifying your Unique Learner Number. If your course fees are being paid for by your employer we will provide information on your progress to your employer if requested. If you do not wish to receive information about other ITC products and services please write to Ruby Denton at the address above.

STEP 3 HELP US TO ADMINISTER YOUR COURSE

Please select whether you would like to submit your assignments: by post OR by email.

Please tick this box if you have a disability covered by the Equality Act 2010 and would like to discuss your needs with us.

STEP 4 SELECT YOUR PAYMENT METHOD (PAYMENT TO ILEX TUTORIAL COLLEGE)

Course fees include all ITC tuition fees, City & Guilds fees and course materials. Payment of your course fees can be made in three instalments as listed on the right, if you pay by debit or credit card. The administration fee for the instalment option is £30.

Fee	Instalment 1	Instalment 2	Instalment 3
£235	£95	£70	£70
£425	£175	£125	£125
£660	£270	£195	£195

- I attach a cheque/have completed the debit/credit card authorisation below in the sum of £ for the total course fees.
- Please debit my card for instalment 1 plus the £30 admin fee now and the next two instalments on the 15th of the next two months.
- I enclose a letter signed by my employer containing an undertaking to pay my fees within 28 days. (If your employer is a firm of solicitors the letter must be signed by a partner.)

Debit/Credit Card Authorisation

Charge to my account. I wish to pay by: Visa Mastercard Maestro

Card number												Issue number			Security code		
Name on card												Valid from			Expiry date		
Signature												Signature of Parent/Guardian if you are under 18					

STEP 5 READ AND ACCEPT THE CONDITIONS OF ENROLMENT

I have read, accept and will abide by the Conditions of Enrolment printed below.

Signature												Signature of Parent/Guardian if you are under 18					
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Terms and conditions of enrolment

Access to the Student Area: No refund or compensation will be given for periods of non-availability of the Student Area or any of its features. **Contract:** The laws of England and Wales shall apply in all respects and the courts of England and Wales shall have exclusive jurisdiction. **Copyright:** Copyright in all course materials remains that of the Institute of Legal Executives (ILEX). No part of the materials may be reproduced in any form, including photocopying, recording and storing electronically, nor lent, hired or resold for commercial purposes, without prior written permission of ILEX. **Duration of tuition:** Course fees will include one year's tuition from the last day of the month in which enrolment takes place. Tuition for options purchased at additional cost will be for one year commencing on the date of despatch of that option.

Internet access: It is a condition of your application that you have access to the internet so that you can access the resources on the ITC Student Area. You also need to satisfy yourself about your ability to use the web-based course resources by reference to the specification provided on our website. **Non-transferability of course:** The course is not transferable to any other party. **Overseas students:** If you live outside mainland Great Britain you must remit a further fee of £30 for all programmes. This is to cover postage of your course materials now and ongoing correspondence throughout the course. **Refund/Change of course:** A full refund of the course fee will be given if the course materials are returned to ILEX Tutorial College (ITC), in good condition and with postage having been pre-paid in full by you, within seven working days following the date you receive them. Thereafter, provided all materials are returned to ITC, in good

condition and with postage having been pre-paid in full by you, before the expiry of a period of four weeks from the date of your course enrolment with ITC, your course fees will be refunded less an administration charge of £28 including VAT per course. Refunds will not be given after this four-week period has expired. This also applies to students wishing to change course who, in addition, will be required to pay any difference between the cost of the two courses, and the overseas postage charge where applicable. **Unreasonable behaviour:** We ask that you speak courteously to our staff and do not make excessive or unreasonable demands. If, after a warning, you continue to be discourteous towards ITC staff and/or make further unreasonable or excessive demands, we may at our discretion either suspend or withdraw your course without a refund.

TABLE A Level 2 Legal Secretaries qualifications

	Required units						
	Level 2 Legal Word Processing – Text Production	Level 2 Legal Word Processing – Audio	Level 2 Working in the Legal Environment	Level 2 Proof-reading in the Legal Environment	Level 2 Legal Info Processing	Level 2 Legal Studies Unit 201	Level 2 One selected from Legal Studies Units 202-210
Certificate for Legal Secretaries	•	•	•	•			
Award in Legal Info Processing					•		
Diploma for Legal Secretaries – Legal Info Processing Route	•	•	•	•	•		
Diploma for Legal Secretaries – Legal Studies Route	•	•	•	•		•	•

TABLE B Level 3 Legal Secretaries qualifications

	Required units						
	Level 3 Legal Word Processing – Text Production	Level 3 Legal Word Processing – Audio	Level 3 Business Skills in the Legal Environment	Level 3 Proof-reading in the Legal Environment	Level 3 Legal Info Processing	Level 2 Legal Studies Unit 201	Level 2 One selected from Legal Studies Units 202-210
Certificate for Legal Secretaries	•	•	•	•			
Award in Legal Info Processing					•		
Diploma for Legal Secretaries – Legal Info Processing Route	•	•	•	•	•		
Diploma for Legal Secretaries – Legal Studies Route	•	•	•	•		•	•