Certificate in Criminal Justice Administration

ITC
ILEX Tutorial College

Enrolment application form Autumn 2011

Applications accepted until 21 October 2011

FOR OFFICE USE ONLY	WEB
Date received	Special needs
Payment received	Email
Surname & month/year	Invoice ID

ILEX Tutorial College
College House, Manor Drive,
Kempston, Bedford, MK42 7AB.

T. 01234 844314
F. 01234 841373
E. cja@ilex-tutorial.ac.uk
www.ilex-tutorial.ac.uk

VAT No. GB 904 4448 34

STEP 1 PLEASE COMPLETE YOUR PERSONAL DETAILS

Title	Forenames	
Surname		Date of birth
Home address		
Postcode	Home tel number	
Home email address*		

Employer	
Employer's address	
Postcode	DX number
Work tel number	Work email address*

As someone must be available to accept delivery, we recommend that your course is sent to your employer's address.

Please select delivery to you at your employer's address ☐ OR to your home address ☐

Please allow up to 14 days for delivery from the closing date for enrolments.

*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

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

The information you provide will be used to facilitate the processing of your order, and to administer your course. Information may be shared within the ILEX group (the Institute of Legal Executives and ITC). If you do not wish to receive information about other ITC products and services please write to Ruby Denton at the address above.

STEP 2 PLEASE SELECT YOUR INDUCTION DAY DATE

The course fee includes a **compulsory** induction day to introduce you to distance learning with ITC, assist you with study skills and give you a step-by-step guide to preparing and writing your assignments.

The induction days are run by ITC and take place at the Holiday Inn Express, 2 Oxford Road, Manchester, M1 5QA and at ILEX Head Office, Manor Drive, Kempston, Bedford, MK42 7AB. Both venues are ideally located for rail travel, with easy connections from mainline stations.

Please select your preferred date and location: ☐ 9 November, Kempston ☐ 22 November, Manchester

ITC cannot guarantee a place on your selected date as induction days can become oversubscribed, but will offer an alternative.

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STEP 3 PLEASE SELECT YOUR PAYMENT METHOD

The fee is £510 plus VAT (£612) including your distance learning course and your induction day. If you are paying for the course personally you can pay the total course fee now or elect to pay in three instalments by credit/debit card only. The instalments are an initial payment of £300, plus two further payments of £171. These payments include an administration fee of £30. Please complete one of the three options below.

A. If you choose to pay by credit card please complete your card details

Please indicate whether you would like your card debited for the full amount now, or for the first instalment now and the next two instalments on the 15th of the next two months.

Please debit my card for: Full amount ☐ OR Instalments ☐

Card type: Visa ☐ Mastercard ☐ Maestro ☐

Security code				Issue number		
Card number.				Valid from		
Name on card		Signature		Expiry date		

B. If you choose to pay by cheque

Please make your cheque for full amount payable to ILEX Tutorial College.

C. If your employer or a third party is paying

Please send a letter containing an undertaking by your employer to pay the fees within 30 days. Please provide invoice address details if different from the employer's address above.

Name & Address	
	Postcode

STEP 4 READ THE TERMS AND CONDITIONS AND OBTAIN YOUR EMPLOYER'S APPROVAL

Enrolment. You can only enrol on this course if you are employed by the public sector in England and Wales.

Refund. 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 a charge of £128.00 (inc VAT) to cover the administration and induction day expenses. Refunds will not be given after this four week period has expired.

Contract. The laws of England and Wales shall apply in all respects and the courts of England shall have exclusive jurisdiction.

Copyright. Copyright in all course materials remains that of ITC. Any unauthorised reproduction or transmission of any part of the course materials, whether electronically or otherwise, will constitute an infringement of copyright. No part of the materials may be lent, resold or hired out for any purpose without the prior written permission of ITC.

Induction day. Attendance at the Induction Day is compulsory, and you should obtain your employer's approval to your attending this event before completing your application. No refund of any part of the course fees will be given if you fail to attend the induction day for any reason whatsoever.

Duration of tuition. Your course fee will entitle you to receive one year's tuition from the last day of the month in which your enrolment takes place. Any extension beyond that period will be at the sole discretion of ITC and will be dependent, for example, upon your ability to demonstrate an extenuating circumstance having interrupted your course of study.

Reinstatement. Reinstatement on a course at a reduced fee is available if your ITC course has expired and if you wish to purchase the same course again. A reinstatement fee of 50% of the then course fee will be payable.

Non-transferability of course. The course is not transferable to any other person.

I would like to enrol on the Certificate in Criminal Justice Administration course. I agree to ITC sharing information relating to my progress and performance on this course with my line manager and/or training department, including reporting on my assignment marks and other relevant information. I have read and accept the terms & conditions.

Signature & date

This application has been approved by:

Name	
Position	
Address	
	Postcode
Work email	

I understand that this student will need to complete four on-line multiple choice assignments at work (one hour each), free from interruptions, at a time which is mutually convenient. I agree to supervise these assignments.

Signature & date

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Ethnic origin

ITC
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CJA1

The information you provide in this form will be used to help us to monitor the ethnic origin of our students. The information will not be held in your student records and will not affect your application in any way.

PLEASE TICK ONE BOX TO INDICATE YOUR CULTURAL BACKGROUND

A. White

- ☐ British
- ☐ Irish
- ☐ Any other White background, please write below

B. Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed background, please write below

C. Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background, please write below

D. Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Any other Black background, please write below

E. Chinese or other ethnic group

- ☐ Chinese
- ☐ Any other Chinese background, please write below

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