

Application Form for Admission to a Graduate Diploma in Law by Distance Learning or Legal Practice Course by Open Learning

Please write clearly, with names and addresses in BLOCK CAPITALS

1 PROGRAMME OF STUDY	Title of Programme (see Prospectus) <input style="width: 400px; height: 20px;" type="text"/> Start Date Month <input style="width: 40px; height: 20px;" type="text"/> Year <input style="width: 40px; height: 20px;" type="text"/>	
2 APPLICANT'S DETAILS	Surname <input style="width: 60%; border: none;" type="text"/> Title (Mr/Mrs/Miss/Ms) <input style="width: 20%; border: none;" type="text"/>	
	Other Names <input style="width: 90%; border: none;" type="text"/>	
	Sex (M or F) <input style="width: 10%; border: none;" type="text"/>	Date of Birth <input style="width: 15px; height: 15px; border: none;" type="text"/> <input style="width: 15px; height: 15px; border: none;" type="text"/> <input style="width: 15px; height: 15px; border: none;" type="text"/> <input style="width: 15px; height: 15px; border: none;" type="text"/> <input style="width: 15px; height: 15px; border: none;" type="text"/> <input style="width: 15px; height: 15px; border: none;" type="text"/>
	Permanent Home Address <input style="width: 95%; border: none;" type="text"/> <input style="width: 95%; border: none;" type="text"/> <input style="width: 95%; border: none;" type="text"/>	
	Address for correspondence (if different) <input style="width: 95%; border: none;" type="text"/> <input style="width: 95%; border: none;" type="text"/> <input style="width: 95%; border: none;" type="text"/>	
	Post Code <input style="width: 95%; border: none;" type="text"/>	
	Telephone <input style="width: 95%; border: none;" type="text"/>	
	Mobile <input style="width: 95%; border: none;" type="text"/>	
	Email <input style="width: 95%; border: none;" type="text"/>	
	Nationality <input style="width: 95%; border: none;" type="text"/>	
Country of Birth <input style="width: 95%; border: none;" type="text"/>		
Applicants not born in the UK please state date of last entry : :		Country of domicile or permanent residence <input style="width: 95%; border: none;" type="text"/>
3 FEES/ SPONSORSHIP	Who is expected to pay fees? Applicant <input type="checkbox"/> Local Education Authority <input type="checkbox"/> Research Council <input type="checkbox"/>	
	Other (please specify) <input style="width: 300px; border: none;" type="text"/> Employer <input type="checkbox"/> Sponsor/Parent/Guardian <input type="checkbox"/>	
	Name and address to which fee invoice is to be sent (if other than applicant) <input style="width: 95%; border: none;" type="text"/> <input style="width: 95%; border: none;" type="text"/> <input style="width: 95%; border: none;" type="text"/>	
If your attendance at the University will be conditional upon the agreement of your employer, please tick <input type="checkbox"/>		
4 REFERENCES	Educational or other referees (please download the report form and send to referees and request them to complete and send to ILEX Tutorial College as soon as possible to support this application. Please note no decision will be made until these references are received).	
	First Referee	Second Referee
	Name <input style="width: 95%; border: none;" type="text"/>	Name <input style="width: 95%; border: none;" type="text"/>
	Position <input style="width: 95%; border: none;" type="text"/>	Position <input style="width: 95%; border: none;" type="text"/>
	Address <input style="width: 95%; border: none;" type="text"/> <input style="width: 95%; border: none;" type="text"/> <input style="width: 95%; border: none;" type="text"/>	Address <input style="width: 95%; border: none;" type="text"/> <input style="width: 95%; border: none;" type="text"/> <input style="width: 95%; border: none;" type="text"/>
Telephone Number <input style="width: 95%; border: none;" type="text"/>	Telephone Number <input style="width: 95%; border: none;" type="text"/>	
Email <input style="width: 95%; border: none;" type="text"/>	Email <input style="width: 95%; border: none;" type="text"/>	

5 EDUCATION School since the age of 11	Schools attended	From	To	Examinations taken and Qualifications obtained (include all grades)	Grade	Date
Education since leaving school	Institutions attended	From	To	Examinations taken and Qualifications obtained (include fail grades)	Grade	Date
				Examinations to be taken/with results pending (give subject and qualification)	Grade	Date
6 EMPLOYMENT EXPERIENCE	Present position				Date of appointment	
	Workplace address					
	Telephone					
	Name and address of employing body (if different from above)					
	Telephone					
	Details of previous posts held				From	To

11 MARKET RESEARCH	In order to assist us to market our courses more effectively, could you please specify how you came to hear of our course? Please tick one box Prospectus <input type="checkbox"/> Careers Office <input type="checkbox"/> Careers Fair <input type="checkbox"/> Radio Advert <input type="checkbox"/> Press Advert <input type="checkbox"/> Website (please specify) <input type="checkbox"/> www._____ Other (please specify) <input type="checkbox"/> _____	
12 UNSPENT CRIMINAL CONVICTIONS	Do you have a criminal conviction which will be unspent at the time of your admission (if granted) to the University? You should not include any motoring offence for which the penalty was no greater than a fine and/or three penalty points. If you tick the 'Yes' box, the University may ask you for further details. If you do not tick either box, your form will be returned for completion. <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> Please note that if you are convicted of a criminal offence while your application is being processed, you should notify the University immediately.	
13 DECLARATION	I declare that, to the best of my knowledge, the information I have given above is correct in every detail. If enrolled, I agree to abide by the Regulations in force at the time. Applicant's Signature: _____	Date

The completed application form should be returned to:

Mrs Rosemary Verlander-Smith
Professional Courses Manager
ILEX Tutorial College
FREEPOST BF 938
Monor Drive
Kempston
Bedford
MK42 7AB

Application and Decision Record

For Registry Use		Date	Initials	For Tutor's Use			Date	Initials
Recorded and acknowledged				Interview letter sent				
Status checked/questionnaire sent				Interview conducted				
Conditional offer sent				Conditionally accepted: Applicant to obtain				
Overseas FIN/MED/ENG/DEP				Subject	Level	Grade		
Notes:								
C.C. information requested								
Rejection sent				Rejected				
Unconditional offer sent				Unconditionally accepted				
Notes:				For Faculty Use Fees Charged £ <input style="width: 100px;" type="text"/>				

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10. Planning statistics

Ethnic origin (This information WILL NOT be made available to Admissions Tutors for selection purposes)

Complete this section only if you have shown in Section 2 of the form that your area of permanent residence is in the UK.
Please choose from the ethnic origin terms printed here the one which you feel most nearly describes your ethnic origin and write its code in the boxes.



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White	
British	11
Irish	12
Other White Background	19

Black or Black British	
Caribbean	21
African	22
Other Black Background	29

Asian or Asian British	
Indian	31
Pakistani	32
Bangladeshi	33
Chinese	34
Other Asian Background	39

Mixed	
White and Black Caribbean	41
White and Black African	42
White and Asian	43
Other Mixed Background	49

Other Ethnic Background	80
Not Given (UK Domicile)	90
Overseas Domicile	99

University Application Form: Notes for Guidance

General

Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY. You should also read the current institution literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements. Comparative course details are also provided in *University and College Entrance: Official Guide*

Mature applicants

Institutions welcome mature students including those who do not have conventional qualifications for admission to higher education. Full account is taken of relevant experience and other educational achievements. Some institutions have special arrangements for mature student applications and you should ensure you read the prospectus of each before applying for any course.

Despatch arrangements

Many courses may have a deadline by which applications should be received. Please consult course literature or the institution concerned. If you apply in good time before the deadline, please send the whole application form to your referee for completion and forwarding to the institution. It is preferable that the institution receives your application complete with reference. However, if waiting for a reference would delay your application beyond the deadline, it is acceptable for you to use a separate Part C (which may be obtained from the institution to which you wish to apply). You should send this to your referee and request that he/she forwards the completed section direct to the institution concerned. At the same time, send Part A completed to the institution.

Your application form will be photocopied before it is sent to admissions tutors and it is therefore important that you write neatly using black ink or typescript.

Data Protection Act 1998

The information you give on this form will be used by De Montfort University and Ilex Tutorial College (ITC) for the following purposes.

To enable the above organisations to (i) process your application and initiate your student record for entry to this course of study, (ii) undertake necessary administration and academic functions during the term of the course, (iii) compile statistics, or to assist other organisations or individual researchers to do so, provided that no statistical information that would identify you is published, and (iv) in some cases to contact you in respect of other courses run by De Montfort University or Ilex Tutorial College.

If you do not wish to hear about new courses, study aids and other ITC/De Montfort services, please tick the relevant box and return this form to ITC, putting your name on the top of this form.

Do not wish to receive information from DMU

Do not wish to receive information from ITC

Do not wish to receive information from both

Section 1: Programme of Study

Please state the course you are applying for and the start date.

Section 2: Personal Details

Complete this section in BLOCK CAPITALS.

Previous surname: if you have changed your name by marriage or otherwise, state your previous surname or family name.

Correspondence address: enter the address to which you expect all correspondence to be sent. If you live in the UK state your area of permanent residence: for Scotland, the District or Islands Area (e.g. Clackmannan); for Greater London, the London Borough (e.g. Enfield); for the former Metropolitan counties give the District (e.g. Sefton); for the rest of the UK, the County (e.g. Dyfed). If you live outside the UK state the country (e.g. Italy) where you are living as your area of permanent residence.

Section 3: Fees / Sponsorship

Please give details of who you expect to pay your fees for the proposed course. If not known, please indicate this.

Section 4: References

Please consult course literature to see if any particular type or number of referees is required and whether your application should preferably be forwarded to the institution complete with a reference or references. Some courses may require more than one referee. If necessary, a supplementary Part C of the form will be enclosed or forwarded to you by the institution concerned. Some institutions may contact referees directly after receipt of your form.

Normally, your referee would be one of the following: The Head of your present or last school; Principal of your College of Further Education; Course Tutor or your present or last course of studies.

If you have been out of education for some time, you may wish to consider one of the following: Your current or last employer, or training officer, or careers advisor; or if you belong to a relevant organisation (voluntary or not), an officer of that organisation; Access Course Tutor.

If you have any difficulty in identifying a suitable referee you should seek the advice of the institution to which you are applying.

Section 5: Education

Enter the details of school education from the age of 11, and then education since leaving school.

Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry to higher education. Some examples are: School and Higher School Certificates, Apolytirion, Baccalaureate, Diploma di Maturita, Examen Artium, Reifezeugnis, Studentereksamen. Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form. Applicants holding a BTEC or SCOTVEC award should attach a transcript of their qualifications, giving details of the title and all units, modules and components. Please give full details of course title and units/modules/components involved in any BTEC or SCOTVEC course you are currently taking on an attached sheet.

Section 6: Employment Experience

Please include all your work experience and training, paid or unpaid, full or part-time, in your home or outside. This is particularly helpful in enabling admissions staff to assess the information provided in section 5.

Section 7: Supporting Statement

Enter here any further information you may wish to offer in support of your application. Admissions Tutors will be interested in your reasons for choosing the course(s) listed in Section 1, your career aspirations, and relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details here of any non-examined subjects you are studying. If you have been out of education for some time, please outline any relevant experience that may be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work. It may also be helpful to explain any breaks in your career. If you are applying for deferred entry (i.e. a year beyond the next academic year), please give your reasons for so doing.

Section 8: English Language Proficiency

If English is not your first language, please enter here your IELTS or TOEFL score. Also please state any other English Language qualifications and how long you have studied English Language.

Section 9: Disability

Information you provide us regarding any special needs or disability will only be used to assist in providing the necessary resources for you to complete your course of study. This sensitive personal data will remain confidential and will only be disclosed to persons authorised by De Montfort University and/or Ilex Tutorial College. Your completion of the application form indicates your consent for us to process this personal data. Any concerns regarding our use of this personal data should be directed to Sheree Peuple at De Montfort University, School of Law, The Gateway, Leicester LE1 9BH.

Section 10: Planning Statistics – Tear-off slip

State your ethnic origin using the codes provided. This section should be completed only by applicants whose area of permanent residence is in the UK (see section 3 of the application form). This information will not be made available to admissions tutors for selection purposes and is collected solely for the purpose of statistical monitoring (e.g. application and admission rates).

Section 11: Market Research

Please complete in order to assist the relevant institution to market courses more effectively.

Section 12: Unspent Criminal Convictions

Information you provide us regarding any unspent criminal convictions will only be used to assist in assessing your suitability for this course of study. This sensitive personal data will remain confidential and will only be disclosed to persons authorised by De Montfort University and/or Ilex Tutorial College. Your completion of the application form indicates your consent for us to process this personal data. Any concerns regarding our use of this personal data should be directed to Sheree Peuple at De Montfort University.

Section 13: Declaration

Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the relevant institution, and by signing this form you are confirming your agreement to this.

IMPORTANT NOTE

Each institution undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of the institution interfere with its ability to provide such services, the institution undertakes to use all reasonable steps to minimise the resultant disruption to educational services. The institutions does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.

Should you become a student of the institution, this notice shall be a term of any contract between you and the institution. Any offer of a place made to you by the institution is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

CONTACTING THE DATA CONTROLLER

De Montfort University, School of Law, The Gateway, Leicester, LE1 9BH.

Tel: 0116 257 7177

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

Tel: 01234 844305

NOTES FOR THE GUIDANCE OF REFEREES

The referee's report is an integral and important part of the selection process, and the information you give will help to guide admissions tutors in making their decisions.

In order that institutions can evaluate an applicant's academic and intellectual capacity, your reference should if possible cover:

1. Suitability for the course(s) applied for.
2. Intellectual qualities including:
 - a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result:
 - b) present performance:
 - c) potential, including an assessment of the probate results of any pending examinations.
3. Personal qualities.
4. Career aspirations.
5. Health and other personal circumstances relevant to the application.
6. Athletic, social and other interests.

Please ensure that the form is completed in black ink and, if typed, that a good ribbon is used. If possible check that the applicant has completed the form correctly and legibly.

References for mature applicants

Referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience, and in these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3, 4, 5 and 6 above. Mature applicants are usually interviewed and may also be formally assessed by the institutions.