

# ITC Specialist Course in Disclosure



## Enrolment application form

FOR OFFICE USE ONLY			ITC
Surname & month/year			
Date received	Payment received	Invoice ID	
Batch number			

This application form is valid until 30 June 2012.

### 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 21 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 PAYMENT METHOD

The fee is £208.33 plus VAT (£250). 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 £130, plus two further payments of £75. 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	<input type="text"/>	Issue number	<input type="text"/>
Card number.	<input type="text"/>	Valid from	<input type="text"/>
Name on card	<input type="text"/>	Signature	<input type="text"/>
		Expiry date	<input type="text"/>

#### B. If you choose to pay by cheque

Please make your cheque 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	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

### STEP 3 READ THE TERMS AND CONDITIONS

**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 £28.00 (inc VAT) to cover the administration 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.

**Employer funding.** In the event that the course fees are funded in whole or in part by your employer, as evidenced by an invoice being submitted to and paid by your employer under Step 2 option C above, ITC will be entitled to disclose to your employer any information concerning your performance on the course.

**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 ITC Specialist Course in Disclosure. 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 my line manager:

Name

Position

Address

Postcode

Work email

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

Signature & date