

Courses for the University of London International Programmes LLB



Enrolment application form 2011/12

Please complete this form to enrol on a distance learning course, or courses, with ILEX Tutorial College, and submit it by fax or post to: ILEX Tutorial College, College House, Manor Drive, Kempston, Bedford, MK42 7AB. You should register as a student with the University of London before you enrol on an ITC course. The contact details are: University of London International Programmes, Stewart House, 32 Russell Square, London WC1B 5DN, UK. Tel. 020 7862 8360 Fax. 020 7862 8358

The information you provide on this form will be used to facilitate the processing of your application, and the administration of your course. Information may be shared within the ILEX group (the Institute of Legal Executives and ITC) and with the University of London if requested. If you do not wish to receive information about other ITC products and services please write to Ruby Denton at the ILEX Tutorial College address at the top of front page.

STEP 1 Complete your personal details

WEB VAT NO. GB 904 4448 34

Title		Surname	
Forenames		Date of birth*	
Home address			
		Postcode	
Home tel no.		Mobile tel no.	
Home email address			
Employer			
Your work address			
Postcode		DX no.	
Work tel no.		Work fax no.	
Work email address			
Complete if you have studied with us in the past and you have changed your name and/or address			Previous Postcode
Previous Surname			

* We ask for this so that we can identify you within our system and keep your student record up to date if you enrol with us on more than one occasion.

If you have provided a home and a work email address please indicate your preferred address:

your home email address OR your work email address (As we will communicate with you mainly by email please ensure that you let us know any change of email address while you are studying with us).

We may wish to contact you to discuss your course progress. Please select your preferred daytime telephone number:

Your work tel no Your mobile no. Your home tel no.

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

STEP 2 Complete your delivery details

As ITC parcels are too big for most letterboxes we strongly recommend that courses are sent to you at 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 or up to six weeks if you live overseas.



STEP 3 Select your course(s)

COMPULSORY SUBJECTS	
L38 <input type="checkbox"/> Common Law Reasoning and Institutions	L23 <input type="checkbox"/> Land Law
L22 <input type="checkbox"/> Criminal Law	L21 <input type="checkbox"/> Law of Tort
L28 <input type="checkbox"/> Elements of the Law of Contract	L31 <input type="checkbox"/> Law of Trusts
L43 <input type="checkbox"/> Public Law	L34 <input type="checkbox"/> Jurisprudence and Legal Theory*

ELECTIVE SUBJECTS	
L41 <input type="checkbox"/> EU Law**	
L26 <input type="checkbox"/> Family Law	
L42 <input type="checkbox"/> Labour Law	
L25 <input type="checkbox"/> Succession	

*only compulsory in Schemes A and B
 ** compulsory if the degree is to be used as a qualifying law degree in England and Wales

STEP 4 How would you like to pay

Courses are priced at £418 including VAT each, but we offer generous discounts if you purchase three or more courses at the same time. Payment can be made in full on enrolment, or by instalments. The administration fee for the instalment option is £30 per order, which should be submitted along with the first instalment of your course fees.

No. of courses	Saving	Course fee	1st Instal.	2nd Instal.	3rd Instal.
1	–	£418	£218	£100	£100
2	–	£836	£436	£200	£200
3	£100	£1154	£554	£300	£300
4	£150	£1522	£722	£400	£400
5	£200	£1890	£890	£500	£500

Payment option A. If you choose to pay by debit/credit card please select the relevant option below and then complete your card details:

- A1. I would like to pay the full course fee now. Please debit my card for the full amount.
- A2. I would like to pay by instalments. Please debit my card for the first instalment plus the £30 fee now and the remaining two instalments on the 15th of the next two months.

Card type: Visa Mastercard Maestro

Calculate your payment amount	
Total course fees including VAT	
Instalment administration fee if relevant (£30)	
Overseas postage (£30 for first course & £12 each additional)	
TOTAL PAYABLE	

Card no.		Signature
Valid from	Expiry date	Security code
Name on card	Issue no.	
Address of cardholder (if not as given in Step 1)		
		Postcode

Payment option B. If you choose to pay by cheque please submit a cheque for the total fee, including extras, payable to ILEX Tutorial College. No post-dated cheques please. The instalment option is not available.

Payment option C. If your employer or a third party is paying your fees please send a letter (signed by a partner if a firm of solicitors) containing an undertaking to pay your fees within 28 days. Please provide address details for invoicing if these are different from the employer's address given in Step 1. The instalment option is not available.

Name	
Address	
	Postcode

STEP 5 Read the terms and conditions

Please read the terms and conditions below and sign the following declaration:

I accept the terms and conditions below	
Signature	Date

TERMS & CONDITIONS – 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 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. We will withdraw the course without compensation from any student found or suspected of abusing our copyright. **Duration of tuition:** Course fees will include one year's tuition from the last day of the month in which enrolment takes place. **Eligibility to enter exams:** You must make your own enquiries as to your eligibility to sit exams for which tuition is to be given. Enrolment as a student with ITC does not constitute enrolment with the examining body, nor does it entitle you to enter for any particular exam. **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. **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 a further charge to cover the overseas postage charge where applicable. **Overseas students:** If you live outside mainland Great Britain you must remit a further fee of £30 for the first course and £12 for each additional course to cover the cost of postage of your course materials now and ongoing correspondence throughout the course. **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 35% of the then current course fee will be payable. **University of London:** We will provide information to the University of London on the courses that you are studying with us and your progress on these courses if requested. **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.

