

ITC Specialist Courses

Enrolment application form 2011/12



These courses offer specialist knowledge in selected practice areas. They are ideal for unqualified legal staff, who wish to increase their understanding of a particular area of legal practice. We recommend that unqualified staff with no previous training should study the related ILEX Level 3 law and practice units first. Details of related units are given on the back page of this form.

The courses are also relevant for qualified practitioners who are switching to a new area of legal practice, or wish to refresh their knowledge. CPD points are available for Fellows of ILEX and solicitors as indicated on the back page of this form. For CPD purposes the courses are at intermediate level.

Full syllabus details are given on our website.



"The ITC Debt Recovery course was ideal for me, as it covered exactly what I needed to know to carry out my role. I am now much more confident in what I do at work, as I understand not only what to do, but why I am doing it. I would recommend an ITC Specialist Course to anyone who needs to know and apply specific knowledge in an area of legal practice."

JO HANNINGTON



INVESTOR IN PEOPLE



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STEP 2 Complete your delivery details

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, or up to six weeks if you live overseas. If you live outside mainland GB please add an additional fee of £30 for up to four courses, to the course fee, or to the first instalment, to cover the cost of postage of your course materials now and ongoing correspondence throughout the course.

STEP 3 Select your course

Select your course by ticking a box. If you are an unqualified paralegal we recommend that you study the related ILEX Level 3 units first. Information is given overleaf. If you intend to study a course for CPD purposes please check overleaf whether your selected course attracts CPD and the number of CPD hours available.

ITC Specialist Course	Fees excl. VAT	Fees incl. VAT
PIL(C) <input type="checkbox"/> Claimant Personal Injury Litigation	£187.50	£225.00
PIL(D) <input type="checkbox"/> Defendant Personal Injury Litigation	£187.50	£225.00
IS <input type="checkbox"/> Insolvency and Debt Recovery	£166.67	£200.00
MR <input type="checkbox"/> Mortgage Repossession	£166.67	£200.00

STEP 4 How would you like to pay

Payment of your course fees can be made in three instalments as listed in the table to the right, if you pay by debit or credit card. The administration fee for the instalment option is £25 plus VAT (£30.00) per order. If you are enrolling on more than one course submit the first instalment payment for each of your courses together with one instalment administration fee of £30.

Course fee	Instal. 1	Instal. 2	Instal. 3
£200	£100	£50	£50
£225	£105	£60	£60

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 (£30.00)	
Overseas postage if relevant (see STEP 2)	
TOTAL PAYABLE	

Card no.	<input type="text"/>	Signature	<input type="text"/>
Valid from	<input type="text"/>	Expiry date	<input type="text"/>
		Security code	<input type="text"/>
Name on card	<input type="text"/>		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. The instalment option is not available. Please complete name and address of sponsor if different from your employer.

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Postcode

STEP 5 Read the terms and conditions

Please read the terms and conditions on the back of this form and sign the following declaration:

I accept the terms and conditions overleaf	
Signature	Date
<input type="text"/>	<input type="text"/>



TERMS AND 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.

Command of written English: If English is not your first language, we recommend that you do not embark on an ITC course unless you have a First Certificate in English or equivalent qualification. We reserve the right to terminate the course of any student whose written English does not meet this standard.

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 ILEX Tutorial College (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.

Duration of course: Course fees include tuition and access to the Student Area and other course resources for twelve months from the date of enrolment.

Email address: You are required to have an email address.

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 up to four courses, purchased in a single transaction. For additional courses, add £5 per course.

Refund/Change of course: A full refund of the course fee will be given if the course materials are returned to 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.

Reinstatement: Reinstatement on your course at a reduced fee is available if your ITC course has expired and if you wish to purchase the same course again (subject to this course still being available at that time). A reinstatement fee of 35% of the fee applicable at that time will be payable.

Sponsoring employer: If your employer is contributing to your course fees we provide information on your course progress to your sponsor 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.



Related ILEX Level 3 units

If you are an unqualified paralegal we recommend that you study the related ILEX Level 3 units before enrolling on your ITC Specialist Course, unless you have already done other relevant training.

ITC Specialist Course	Related ILEX Level 3 units
Claimant Personal Injury Litigation	Unit 5 Law of Tort; Unit 9 Civil Litigation
Defendant Personal Injury Litigation	
Insolvency and Debt Recovery	Unit 2 Contract Law; Unit 9 Civil Litigation
Mortgage Repossession	Unit 4 Land Law; Unit 10 Conveyancing

CPD hours available

CPD hours are available on ITC Specialist Courses as shown in the table below. For Fellows of ILEX, the full annual entitlement of sixteen hours is only available if the subject studied is in your specialist area and you are using the course to refresh your knowledge. If the course is not in your specialist area, then 50% (eight hours) of your annual CPD requirement can be achieved.

ITC Specialist Course	FELLOWS OF ILEX		SOLICITORS
	If course is in your specialist area	If course is not in your specialist area	
PIL(C) Claimant Personal Injury Litigation	16 hours	8 hours	12 hours
PIL(D) Defendant Personal Injury Litigation	16 hours	8 hours	12 hours
IS Insolvency and Debt Recovery	16 hours	8 hours	12 hours
MR Mortgage Repossession	16 hours	8 hours	–

