

Courses for all ILEX units

Enrolment application form 2009/10



ITC offers courses for all ILEX Level 3 and Level 6 units. Courses are delivered by distance learning with optional face-to-face sessions and on-line support. The nature of our course delivery differs according to the type of unit, and full details of the resources available are given on our website and in our prospectus. Our courses are very flexible: you can start any course whenever you wish. Tuition and learning resources are available to you for fifteen months from the date of enrolment.

- Comprehensive, high quality printed and electronic course materials
- Assignments to test your understanding of course content
- Telephone support from ITC's academic team
- On-line support via the tutor-monitored course Forum
- All course materials and support available for fifteen months
- Enrolments accepted throughout the year
- Extended payment option available
- Face-to-face revision tuition included in all law and practice courses (subject to payment of £10 at time of booking)



"I have just successfully completed my first ILEX course, which I studied by distance learning with ITC. I found my tutor to be an excellent help during my studies. She was very prompt at returning assignments, positive, encouraging and friendly. The comments she added to my assignments were really useful and helped massively. I also thought that the assignments were very useful in that they were challenging enough to properly prepare me for the real exam.

Overall, the ILEX course so far has exceeded my expectations in all aspects."

JENNY NORTH, IRWIN MITCHELL



INVESTOR IN PEOPLE



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

DX No. 124782 KEMPSTON 2

Tel. 01234 844300

Fax. 01234 841373

itslaw@ilex-tutorial.ac.uk

www.ilex-tutorial.ac.uk



Courses for all ILEX units

VAT NO. GB 904 4448 34

Enrolment application form 2009/10

Send your completed application form to:

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

Tel. 01234 844300 Fax. 01234 841373 Email. itslaw@ilex-tutorial.ac.uk DX No. 124782 Kempston 2 www.ilex-tutorial.ac.uk

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

Please use this form to enrol on any ILEX Level 3 or Level 6 course. ITC Specialist Courses have a separate application form.

This form is valid until 30 June 2010. You must be registered with ILEX as a Student Member (or other category of member as appropriate) to sit an ILEX exam or assessment. Please contact ILEX on 01234 841000 immediately to find out about Student Membership, exam entry deadlines and associated costs if you have not already done so.

The information you provide on this form will be used to facilitate the processing of your order and the administration of 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. If your course fees are being paid for by your employer we will provide information on your course progress to your employer if requested.

STEP 1 Complete your personal details

Title	Surname	
Forenames	Date of birth	
Home address		
Postcode	Home tel no.	
ILEX membership no. (Please provide this information if you are already a member of ILEX)		
Home email address*		
Employer		
Training manager's name (if applicable)		
Employer's address		
Postcode	DX no.	
Work tel no.	Work fax no.	
Work email address*		

*It is a condition of enrolment that you provide us with an email address. 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

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

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 five courses, plus £5 for each additional course, 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 ILEX Level 3 and ILEX Level 6 course(s)

Please read the section titled 'Choosing your course' on the back of this form before making your selection by ticking the box.

Individual ILEX Level 3 units		
UQ1	Unit 1 Introduction to Law and Practice	£150 <input type="checkbox"/>
UQ2	Unit 2 Contract Law	£250 <input type="checkbox"/>
UQ3	Unit 3 Criminal Law	£250 <input type="checkbox"/>
UQ4	Unit 4 Land Law	£250 <input type="checkbox"/>
UQ5	Unit 5 Law of Tort	£250 <input type="checkbox"/>
UQ6	Unit 6 Employment Law	£250 <input type="checkbox"/>
UQ7	Unit 7 Family Law	£250 <input type="checkbox"/>
UQ8	Unit 8 Law of Wills and Succession	£250 <input type="checkbox"/>
UQ9	Unit 9 Civil Litigation	£275 <input type="checkbox"/>
UQ10	Unit 10 Conveyancing	£275 <input type="checkbox"/>
UQ11	Unit 11 Criminal Litigation	£275 <input type="checkbox"/>
UQ12	Unit 12 The Practice of Family Law	£275 <input type="checkbox"/>
UQ13	Unit 13 The Practice of Employment Law	£275 <input type="checkbox"/>
UQ14	Unit 14 Probate Practice	£275 <input type="checkbox"/>
UQ15	Unit 15 The Practice of Law for the Elderly Client	£275 <input type="checkbox"/>
UQ16	Unit 16 Client Care Skills	£200 <input type="checkbox"/>
UQ17	Unit 17 Legal Research Skills	£150 <input type="checkbox"/>
Package A. ILEX Level 3 Certificates in Law and Practice – 5 courses		
PA1	Conveyancing	£895 <input type="checkbox"/>
PA2	Civil Litigation – with Contract Law	£895 <input type="checkbox"/>
PA3	Civil Litigation – with Law of Tort	£895 <input type="checkbox"/>
PA4	Criminal Litigation	£895 <input type="checkbox"/>
PA5	Family Practice	£895 <input type="checkbox"/>
PA6	Probate Practice	£895 <input type="checkbox"/>
PA7	Employment Practice	£895 <input type="checkbox"/>
PA8	Elderly Client Practice	£895 <input type="checkbox"/>
Package B. Unit 1 plus a law unit and its linked practice unit		
PB1	Unit 1 + Unit 2 + Unit 9	£595 <input type="checkbox"/>
PB2	Unit 1 + Unit 3 + Unit 11	£595 <input type="checkbox"/>
PB3	Unit 1 + Unit 4 + Unit 10	£595 <input type="checkbox"/>
PB4	Unit 1 + Unit 5 + Unit 9	£595 <input type="checkbox"/>
PB5	Unit 1 + Unit 6 + Unit 13	£595 <input type="checkbox"/>
PB6	Unit 1 + Unit 7 + Unit 12	£595 <input type="checkbox"/>
PB7	Unit 1 + Unit 8 + Unit 14	£595 <input type="checkbox"/>
PB8	Unit 1 + Unit 8 + Unit 15	£595 <input type="checkbox"/>
Package C. One law unit and its linked practice unit		
PC1	Unit 2 + Unit 9	£495 <input type="checkbox"/>
PC2	Unit 3 + Unit 11	£495 <input type="checkbox"/>
PC3	Unit 4 + Unit 10	£495 <input type="checkbox"/>
PC4	Unit 5 + Unit 9	£495 <input type="checkbox"/>
PC5	Unit 6 + Unit 13	£495 <input type="checkbox"/>
PC6	Unit 7 + Unit 12	£495 <input type="checkbox"/>
PC7	Unit 8 + Unit 14	£495 <input type="checkbox"/>
PC8	Unit 8 + Unit 15	£495 <input type="checkbox"/>
Package D. Three mandatory law units		
PD1	Unit 2 + Unit 3 + Unit 4	£695 <input type="checkbox"/>
PD2	Unit 2 + Unit 3 + Unit 5	£695 <input type="checkbox"/>
PD3	Unit 2 + Unit 4 + Unit 5	£695 <input type="checkbox"/>
PD4	Unit 3 + Unit 4 + Unit 5	£695 <input type="checkbox"/>

Package E. Two mandatory law units and one linked practice unit		
PE1	Unit 2 + Unit 3 + Unit 9	£695 <input type="checkbox"/>
PE2	Unit 2 + Unit 3 + Unit 11	£695 <input type="checkbox"/>
PE3	Unit 2 + Unit 4 + Unit 9	£695 <input type="checkbox"/>
PE4	Unit 2 + Unit 4 + Unit 10	£695 <input type="checkbox"/>
PE5	Unit 2 + Unit 5 + Unit 9	£695 <input type="checkbox"/>
PE6	Unit 3 + Unit 4 + Unit 11	£695 <input type="checkbox"/>
PE7	Unit 3 + Unit 4 + Unit 10	£695 <input type="checkbox"/>
PE8	Unit 3 + Unit 5 + Unit 11	£695 <input type="checkbox"/>
PE9	Unit 3 + Unit 5 + Unit 9	£695 <input type="checkbox"/>
PE10	Unit 4 + Unit 5 + Unit 10	£695 <input type="checkbox"/>
PE11	Unit 4 + Unit 5 + Unit 9	£695 <input type="checkbox"/>

ILEX Level 6 Law units		
HQ1	Unit 1 Company and Partnership Law	£435 <input type="checkbox"/>
HQ2	Unit 2 Contract Law	£435 <input type="checkbox"/>
HQ3	Unit 3 Criminal Law	£435 <input type="checkbox"/>
HQ4	Unit 4 Employment Law	£435 <input type="checkbox"/>
HQ5	Unit 5 Equity and Trusts	£435 <input type="checkbox"/>
HQ6	Unit 6 European Union Law	£435 <input type="checkbox"/>
HQ7	Unit 7 Family Law	£435 <input type="checkbox"/>
HQ8	Unit 8 Immigration Law	£435 <input type="checkbox"/>
HQ9	Unit 9 Land Law	£435 <input type="checkbox"/>
HQ10	Unit 10 Landlord and Tenant Law	£435 <input type="checkbox"/>
HQ11	Unit 11 Planning Law	£435 <input type="checkbox"/>
HQ12	Unit 12 Public Law	£435 <input type="checkbox"/>
HQ13	Unit 13 Law of Tort	£435 <input type="checkbox"/>
HQ14	Unit 14 Wills and Succession	£435 <input type="checkbox"/>
ILEX Level 6 Practice units		
HQ15	Unit 15 Civil Litigation	£460 <input type="checkbox"/>
HQ16	Unit 16 The Practice of Company and Partnership Law	£460 <input type="checkbox"/>
HQ17	Unit 17 Conveyancing	£460 <input type="checkbox"/>
HQ18	Unit 18 Criminal Litigation	£460 <input type="checkbox"/>
HQ19	Unit 19 The Practice of Employment Law	£460 <input type="checkbox"/>
HQ20	Unit 20 The Practice of Family Law	£460 <input type="checkbox"/>
HQ21	Unit 21 Probate Practice	£460 <input type="checkbox"/>
ILEX Level 6 Professional Skills units*		
HQ22A	Client Care Skills (Civil Litigation)	£225 <input type="checkbox"/>
HQ22B	Client Care Skills (Conveyancing)	£225 <input type="checkbox"/>
HQ22C	Client Care Skills (Family Practice)	£225 <input type="checkbox"/>
HQ23A	Legal Research Skills (Civil Litigation)	£225 <input type="checkbox"/>
HQ23B	Legal Research Skills (Company and Partnership Practice)	£225 <input type="checkbox"/>
HQ23C	Legal Research Skills (Conveyancing)	£225 <input type="checkbox"/>
HQ23D	Legal Research Skills (Criminal Litigation)	£225 <input type="checkbox"/>
HQ23E	Legal Research Skills (Employment Practice)	£225 <input type="checkbox"/>
HQ23F	Legal Research Skills (Family Practice)	£225 <input type="checkbox"/>
HQ23G	Legal Research Skills (Probate Practice)	£225 <input type="checkbox"/>

*We offer a selection of courses for each of the two skills units, so that you can choose the context within which you will learn the skills. You will be able to choose from the same options when you do your ILEX assessment in these units.

STEP 4 Select the date and location of your induction day

Your course includes an induction day to make sure you get off to the best start with your studies. We strongly recommend that you attend. The induction day is not course-specific but is designed to introduce you to studying with ITC, to equip you with key study skills appropriate to your level of study and to show you how to get the most from the course resources. Select from the list of dates opposite and add the induction day administration fee of **£10** to your total payment. Courses are run at ILEX's premises in Kempston, near Bedford, with additional dates in London, Manchester and Birmingham. Timings and detailed location information will be given on enrolment.

Induction Days – Level 3	
<input type="checkbox"/>	25 July 2009 Kempston
<input type="checkbox"/>	01 August 2009 Manchester
<input type="checkbox"/>	15 August 2009 Birmingham
<input type="checkbox"/>	22 August 2009 London
<input type="checkbox"/>	12 September 2009 London
<input type="checkbox"/>	10 October 2009 London
<input type="checkbox"/>	17 October 2009 Birmingham
<input type="checkbox"/>	14 November 2009 Kempston
<input type="checkbox"/>	16 January 2010 Kempston
<input type="checkbox"/>	06 March 2010 Birmingham
<input type="checkbox"/>	17 April 2010 Kempston
<input type="checkbox"/>	12 June 2010 Kempston



Induction Days – Level 6	
<input type="checkbox"/>	22 August 2009 Kempston
<input type="checkbox"/>	13 September 2009 London
<input type="checkbox"/>	19 September 2009 London
<input type="checkbox"/>	03 October 2009 Kempston
<input type="checkbox"/>	14 November 2009 Manchester
<input type="checkbox"/>	23 January 2010 Kempston
<input type="checkbox"/>	13 March 2010 Kempston

STEP 5 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 £10 per course or package option. Instalment 1 includes the £10 admin. fee.

Calculate your total payment. Write the total payable below. All fees include VAT.	
Total course fee STEP 3	
Induction day fee STEP 4	
Overseas postage STEP 2	
TOTAL PAYABLE	

Course fee	Instal. 1	Instal. 2	Instal. 3
£150	£80	£40	£40
£200	£110	£50	£50
£225	£115	£60	£60
£250	£140	£60	£60
£275	£135	£75	£75
£435	£215	£115	£115
£460	£230	£120	£120
£495	£255	£125	£125
£595	£305	£150	£150
£695	£355	£175	£175
£895	£455	£225	£225

Payment option 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

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. The instalment option is not available. Please complete name and address of sponsor if different from your employer.

Name
Address
Postcode

STEP 6 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



» For advice on course selection call us on 01234 844300.

REVISION SESSIONS FOR LEVEL 3	Salford 5 Dec 2009		Salford 6 Dec 2009		London 12 Dec 2009		London 13 Dec 2009		Salford 17 April 2010		Salford 18 April 2010		London 24 April 2010		London 25 April 2010		Salford 20 Nov 2010		Salford 21 Nov 2010		London 27 Nov 2010		London 28 Nov 2010	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Contract Law	•	•			•	•			•	•			•	•			•	•			•	•		
Criminal Law			•	•			•	•			•	•			•	•			•	•			•	•
Land Law	•	•			•	•			•	•			•	•			•	•			•	•		
Law of Tort			•	•			•	•			•	•			•	•			•	•			•	•
Employment Law	•	•			•	•			•	•			•	•			•	•			•	•		
Family Law			•	•			•	•			•	•			•	•			•	•			•	•
Wills and Succession	•	•			•	•			•	•			•	•			•	•			•	•		
Civil Litigation	•	•			•	•			•	•			•	•			•	•			•	•		
Conveyancing	•	•			•	•			•	•			•	•			•	•			•	•		
Criminal Litigation			•	•			•	•			•	•			•	•			•	•			•	•
The Practice of Family Law			•	•			•	•			•	•			•	•			•	•			•	•
The Practice of Employment Law	•	•			•	•			•	•			•	•			•	•			•	•		
Probate Practice	•	•			•	•			•	•			•	•			•	•			•	•		
The Practice of Law for the Elderly Client			•				•				•				•				•				•	

All courses for ILEX Level 3 and Level 6 law and practice units include face-to-face revision tuition. At Level 3 this is a three-hour session in a morning or afternoon, and at Level 6 it is a full day. The cost of this tuition is included in the course fee subject to an administration fee of £10 payable at the time of booking your place.

REVISION COURSES FOR LEVEL 6 LAW SUBJECTS

	Salford 17 April 2010	Salford 18 April 2010	Salford 8 May 2010	Salford 9 May 2010	Bristol 8 May 2010	Bristol 9 May 2010	London 24 April 2010	London 25 April 2010	London 15 May 2010	London 16 May 2010	Salford 20 Nov 2010	Salford 21 Nov 2010	London 27 Nov 2010	London 28 Nov 2010	Salford 4 Dec 2010	Salford 5 Dec 2010	London 11 Dec 2010	London 12 Dec 2010
Company and Partnership Law							•					•						
Law of Contract				•	•				•	•						•	•	•
Criminal Law			•			•				•				•			•	•
Employment Law			•						•					•			•	•
Equity and Trusts			•			•				•				•			•	•
European Union Law	•						•				•		•					
Family Law		•					•				•		•					
Immigration Law								•									•	
Land Law	•			•			•	•			•		•	•				
Landlord and Tenant Law								•									•	
Planning Law							•					•						
Public Law		•						•				•		•				
Law of Tort			•	•					•	•							•	•
Wills and Succession				•						•							•	•

REVISION COURSES FOR LEVEL 6 PRACTICE SUBJECTS

Civil Litigation			•			•			•					•			•	•
The Practice of Company and Partnership Law								•					•					
Conveyancing		•						•				•		•				
Criminal Litigation									•								•	•
The Practice of Employment Law						•				•							•	•
The Practice of Family Law							•					•						
Probate Practice									•								•	



Additional costs

Whilst the course fee on all Level 6 law and practice units includes the ITC course manual, there is an additional recommended text for these units (and in some instances a case book and/or statute book) which you will have to purchase separately. An ILEX Student Membership fee (or other category of membership as appropriate) and exam fees for each unit are payable to ILEX. Please contact ILEX on 01234 841000 for information on these.

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 at Level 3 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. If your first language is not English we recommend that you do not enrol on a Level 6 course without first having studied with us at Level 3.

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.

Course fees: Discounts on combinations of courses which attract a lower fee when purchased together can only be given when courses are purchased at the same time in the same transaction and cannot be given retrospectively.

Course elements not taken up: No partial refund or discount will be given for any course elements that are not taken up, such as the induction day or face-to-face revision tuition.

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

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

Exam entry: You are responsible for applying to ILEX to enter your exam. Enrolment with ITC on a course does not constitute exam entry.

Face-to-face revision tuition: The entitlement to a Level 3 revision session or Level 6 revision course relates only to revision sessions/courses which occur during the period of validity of your course, and cannot be carried forward. ITC reserves the right to cancel specific dates if there is insufficient demand. In the event of a session having to be cancelled due to the default of ITC's suppliers, or events such as fire, flood, storm, transport failure, war or acts of terrorism, ITC will endeavour to offer to re-run the session on an alternative date.

ILEX membership: ILEX requires that anyone who wishes to sit an ILEX exam or assessment must be a Student Member (or other category of member as appropriate) of ILEX. It is your responsibility to ensure that you have met this condition.

Induction day: If you cancel your booking more than four weeks before the date of your induction course your induction day administration fee will be refunded. If you cancel four weeks or less before the date of the induction course no refund will be given.

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 five 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 50% of the fee applicable at that time will be payable. Where the original course was purchased as part of an ILEX Level 3 Certificate in Law and Practice or other discounted package, the reinstatement fee will be 50% of the full individual course fee applicable at the time of reinstatement.

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

Choosing your course

If you are working towards the ILEX Level 3 Professional Diploma in Law and Practice, the ILEX Level 6 Professional Higher Diploma in Law and Practice, or the ILEX Graduate Fast-track Diploma, you should be aware of the structure of the qualification and the rules of combination of units within it, before enrolling on any course with ITC. Full information is given on our website and in our prospectus. Several of the categories refer to a law unit and linked practice unit. These are shown below.

You will see that each ILEX Level 3 unit is listed at its full list price at the beginning of section 3. Please only select from this section if you wish to enrol on one course only, or if you have checked that your combination of courses is not included in one of the packages A-E. These packages offer typical combinations of Level 3 units at a discount.

LEVEL 3 PRACTICE UNIT WITH LINKED LAW UNIT

Practice Unit	Linked Law Unit
Unit 9 Civil Litigation	Unit 2 Contract Law or Unit 5 Law of Tort
Unit 10 Conveyancing	Unit 4 Land Law
Unit 11 Criminal Litigation	Unit 3 Criminal Law
Unit 12 The Practice of Family Law	Unit 7 Family Law
Unit 13 The Practice of Employment Law	Unit 6 Employment Law
Unit 14 Probate Practice	Unit 8 Law of Wills and Succession
Unit 15 The Practice of Law for the Elderly Client	Unit 8 Law of Wills and Succession

LEVEL 6 PRACTICE UNIT WITH LINKED LAW UNIT

Practice Unit	Linked Law Unit
Unit 15 Civil Litigation	Unit 2 Contract Law or Unit 13 Law of Tort (with a recommendation to study both subjects)
Unit 16 The Practice of Company and Partnership Law	Unit 1 Company and Partnership Law
Unit 17 Conveyancing	Unit 9 Land Law
Unit 18 Criminal Litigation	Unit 3 Criminal Law
Unit 19 The Practice of Employment Law	Unit 4 Employment Law
Unit 20 The Practice of Family Law	Unit 7 Family Law
Unit 21 Probate Practice	Unit 14 Law of Wills and Succession

Course features

A full description of the course structure and resources for each unit is given on our website and in our prospectus, and you are strongly advised to read the full course information before enrolling on your course(s). All courses are valid for fifteen months from the date of enrolment. This means that you will have access to the Student Area for fifteen months and that you can submit your assignment(s) to your personal tutor (where relevant) at any time during this period.

Each ITC course for an ILEX Level 3 and Level 6 law and practice unit includes face-to-face revision support. At Level 3 this is a three-hour session, and at Level 6 it is an intensive one-day course having with six hours' tuition. The cost of the Level 3 and Level 6 face-to-face revision support is included in the course fee, as long as you make your booking before the priority booking deadline (of which you will be informed in good time), and subject to paying an administration fee of £10 per session/course at the time of booking.

The dates of the revision sessions are indicated by the dots on the tables on the right. This is not a booking form and these dates are given for information only. You will be given the opportunity to attend one revision session/course during the fifteen month period that your course is valid.

As part of our plans to ensure our business is inclusive, the ILEX Group has published an Equality and Diversity Action Plan and Scheme, which is available at www.ilex.org.uk.