

Distance learning courses for the new ILEX Level 3 units

ITC offers courses for all the new ILEX Level 3 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 one year 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 one year
- enrolments accepted throughout the year
- extended payment option available



INVESTOR IN PEOPLE

ILEX Tutorial College
College House, Manor Drive,
Kempston, Bedford MK42 7AB
DX: 124782 KEMPSTON 2
Email: itslaw@ilex-tutorial.ac.uk
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Tel: 01234 844300
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Distance learning courses for the new ILEX Level 3 units

Enrolment application form 2008/09

Send your completed application form to:

VAT NO. GB 904 4448 34

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

T 01234 844300 F 01234 841373 E itslaw@ilex-tutorial.ac.uk DX 124782 Kempston 2 www.ilex-tutorial.ac.uk

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

Please use this form to enrol on ITC courses for the new ILEX Level 3 units and on the related ITC Specialist Courses. (If you wish to complete the previous ILEX Level 3 qualification please contact us for the relevant enrolment form.)

This form is valid until 30 June 2009. You will need to be an ILEX Student Member to be able to sit an ILEX Level 3 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. This is not necessary for those courses listed in the final section in Step 3 headed 'ITC Specialist Courses' as these are not awarded by ILEX.

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.

STEP 1 COMPLETE YOUR PERSONAL DETAILS

Title		Surname	
Forenames		Date of birth	
Home address			
Post code		Home tel number	
ILEX membership number (Please provide this information if you are already a student member of ILEX)			
Home email address*			
Employer			
Training manager's name (if applicable)			
Employer's address			
Post code		DX number	
Work tel number		Work fax number	
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 1995 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 COURSE(S) BY TICKING THE BOX

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

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"/>

ILEX Level 3 packages A-E

A. ILEX Level 3 Certificates in Law and Practice - five courses		
PA1	Cert in Law and Practice (Conveyancing)	£895 <input type="checkbox"/>
PA2	Cert in Law and Practice (Civil Litigation) – with Contract Law	£895 <input type="checkbox"/>
PA3	Cert in Law and Practice (Civil Litigation) – with Law of Tort	£895 <input type="checkbox"/>
PA4	Cert in Law and Practice (Criminal Litigation)	£895 <input type="checkbox"/>
PA5	Cert in Law and Practice (Family Practice)	£895 <input type="checkbox"/>
PA6	Cert in Law and Practice (Probate Practice)	£895 <input type="checkbox"/>
PA7	Cert in Law and Practice (Employment Practice)	£895 <input type="checkbox"/>
PA8	Cert in Law and Practice (Elderly Client Practice)	£895 <input type="checkbox"/>

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"/>

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"/>

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"/>

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"/>

ITC has developed the following specialist courses to accompany the ILEX Level 3 units above. ITC will provide a certificate of completion to students who pass the assessed assignment(s) in these courses.

ITC Specialist Courses – non-ILEX		
ICL	Introduction to Collaborative Law	£150 <input type="checkbox"/>
RML	Re-mortgaging and Leasehold	£150 <input type="checkbox"/>
MR	Mortgage Repossession	£200 <input type="checkbox"/>
IS	Insolvency	£150 <input type="checkbox"/>
PIL(C)	Claimant Personal Injury Litigation	£200 <input type="checkbox"/>
PIL(D)	Defendant Personal Injury Litigation	£200 <input type="checkbox"/>



STEP 4 SELECT YOUR OPTIONAL INDUCTION DAY

We recommend that you attend an induction day, particularly if you have not studied for some time or you are new to distance learning. As the induction day is not course-specific, you only need to attend one induction day regardless of the number of courses on which you are enrolling.

Please read the information overleaf on the induction day, select one of the 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 Westminster, Manchester and Birmingham. Timings and detailed location information will be given on enrolment.

- 6 September 2008 Kempston
- 20 September 2008 Westminster
- 20 September 2008 Manchester
- 11 October 2008 Birmingham
- 15 November 2008 Kempston
- 17 January 2009 Kempston
- 7 March 2009 Birmingham
- 18 April 2009 Kempston

STEP 5 DECIDE HOW YOU WOULD LIKE TO PAY

Payment of your course fees can be made in three instalments as listed below, 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.

COURSE FEE	INSTALMENT 1	INSTALMENT 2	INSTALMENT 3
£150.00	£80.00	£40.00	£40.00
£200.00	£110.00	£50.00	£50.00
£250.00	£140.00	£60.00	£60.00
£275.00	£135.00	£75.00	£75.00
£495.00	£255.00	£125.00	£125.00
£595.00	£305.00	£150.00	£150.00
£695.00	£355.00	£175.00	£175.00
£895.00	£455.00	£225.00	£225.00

Calculate your total payment by adding any induction day fee (Step 4) overseas postage fee (Step 2) to the Course fee total in (Step 3). 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	

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 number	<input type="text"/>	Security Code	<input type="text"/>
Valid from	<input type="text"/>	Expiry date	<input type="text"/>
		Issue number	<input type="text"/>
Name on card	<input type="text"/>		
Signature			

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

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.

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

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.

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.

Duration of course: Each course is valid for one year 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.

ILEX Student Membership: ILEX requires that anyone who wishes to sit an ILEX Level 3 exam or assessment

must be a Student Member 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 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 a Certificate or other discounted package, the reinstatement fee will be 50% of the full individual course fee applicable at the time of reinstatement.

Revision session: The entitlement to a revision session, where included in the course resources, must be taken up during the period of validity of your course. 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 offer to re-run the session on an alternative date.

ILEX Tutorial College Limited, registered in England, No. 1734484. Registered Office: College House, Manor Drive, Kempston, Bedford, MK42 7AB.

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 one year from the date of enrolment. This means that you will have access to the Student Area for one year and that you can submit your assignment(s) to your personal tutor (where relevant) at any time during this period. A brief list of course features for each unit type is given below.

All courses: an optional induction day which is not course specific but is designed to introduce you to studying with ITC, equip you with key study skills, and show you how to get the most out of the course resources; academic support from ITC's academic team during office hours; a personal learning space on our Student Area giving access to the on-line course resources including the course Forum, LexisNexis Butterworths and other resources as listed under the individual unit headings below. It is essential that you have access to a computer that meets the specification published in our prospectus and on the 'Studying with Us' section of our website.

Unit 1 Introduction to Law and Practice*: course handbook; course manual; multiple choice questions with feedback for self-testing; law dictionary; academic assistance via the Forum and by ITC academic team.

Units 2-8 Law Units*: course handbook; course manual; introductory webcast; two reading and study assignments plus a mock exam to be sent to your personal tutor for marking and comment; multiple choice questions with feedback for self-testing; revision materials; optional

face-to-face revision session (see the table on the facing page for dates), subject to making your revision booking before the published deadline and paying an administration fee of £10 at the time of booking.

Units 9-15 Practice Units*: course handbook; course manual; two reading and study assignments plus a mock exam to be sent to your personal tutor for marking and comment; web-based Virtual Practitioner module for each unit; multiple choice questions with feedback for self-testing; revision materials; optional face-to-face revision session (see the table on the facing page for dates), subject to making your revision booking before the published deadline and paying an administration fee of £10 at the time of booking.

Unit 16 Client Care Skills: course handbook; course manual; client/practitioner filmed interview accessed via the Student Area with accompanying teaching materials and assignment; the Virtual Practitioner web-based module in Legal Writing and Office Procedures.

Unit 17 Legal Research Skills: course handbook; an electronic teaching programme to be accessed via the Student Area, offering interactive exercises and feedback. Once completed, you will prepare and submit a research assignment to your personal tutor for marking and comment.

ITC Specialist Courses – non-ILEX: course handbook, course manual, reading and study assignment(s) to be sent to a personal tutor for marking and comment. There is no exam for these courses – the assignment(s) is/are used to assess your performance. There is one assignment for courses priced at £150 and three for those priced at £200.

**If you enrol on any of these courses within the period January – June in any year you will be entitled to request a new set of course materials when the new edition for your unit becomes available in the summer of the year of enrolment. This is to ensure that you are working from the most up-to-date materials for your exam. A request form is included with your course materials.*