



# Courses for CILEx Level 6 units

Enrolment application form 2019 – 20 for:

- CILEx Level 6 Professional Higher Diploma in Law & Practice
- CILEx Graduate Fast-track Diploma (for law/GDL graduates)
- CILEx Level 6 Single Subject Certificate for individual subject knowledge

Valid until 30 June 2020. Please send your completed application form to the address at the foot of the page.

<b>FOR OFFICE USE ONLY</b>		<b>WEB</b>
Surname & month/year	ULN	
Date received	Payment received	
Batch number	Learner support <input type="checkbox"/>	Invoice ID

## STEP 1 Complete your personal details

VAT NO. GB 904 4448 34

CILEx membership no. (Please provide this information if you are already a member of CILEx)																						
Title				Surname																		
Forenames													Date of birth*									
Home address																						
													Postcode									
Day-time landline telephone no. (if available)																						
Mobile telephone no.																						
Email address**																						

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

As someone must be available to accept delivery, we strongly recommend that your course is sent to your employer's address.  
Would you like us to deliver to you at your employer's address? YES  NO

If you have answered 'YES' please complete the following section.

Employer																						
Your work address																						
													Postcode									

Please allow up to 14 days for delivery, or up to 28 days if you live overseas.

[www.cilexlawschool.ac.uk](http://www.cilexlawschool.ac.uk)

## STEP 2 Select your CILEx Level 6 course(s)

Please select only the courses that you wish to start studying now. If you are working towards a CILEx qualification, you should be aware of the structure of the qualification, and the rules of combination of units within it, and this information is given in the paragraphs below and in the columns on the right. For advice on course selection call us on 01234 844300.

If you are working towards the **CILEx Level 6 Professional Higher Diploma in Law and Practice (PHDLP)** you need to study three law units, one practice unit and both professional skills units. One of the law units must link to your chosen practice unit. The table opposite shows which law units link with each of the practice units.

Law graduates working towards the **CILEx Graduate Fast-track Diploma (GFTD)** need to study two practice units and the Client Care Skills unit. One of your practice units must link to a law unit you have already studied as part of your law degree or GDL. Please refer to the table below for the relevant law units. Please note no law unit is studied as part of your GFTD qualification.

### CILEx membership and exam entry

You must be registered with CILEx as a student member, or other category of member as appropriate, to sit a CILEx exam or assessment, unless you are studying for a CILEx Level 6 Single Subject Certificate. Please contact CILEx Membership Team on 01234 841000 or refer to their website at [www.cilex.org.uk](http://www.cilex.org.uk) to find out about membership, exam entry deadlines and associated costs if you have not already done so. Exemption fees are also payable by GFTD students.

### Additional costs

Membership and exam fees are payable to CILEx as indicated above. Fees for the academic year 2019/20 are as follows:

- One-off registration fee for new members £40
- Associate membership £204
- Exam fees for law and practice units £121.50
- Additional non-member exam fee £51/session
- Professional skills assessment fees £66/unit
- An administration fee of £10 is payable at the time of booking for face-to-face/webinar revision events and client care skills workshops.

Please note that membership subscription fees will be calculated on a pro-rata basis from the date of registration to 31 December of the year of registration. Subsequent subscription fees then become due on the 1 January annually.

Please submit the fee inclusive of VAT in all circumstances.

	Fees excl. VAT	Fees incl. VAT	Qualification structure for information – select only the units you wish to study now	
			PHDLP	GFTD
<b>CILEx Level 6 Law units</b>				
HQ1 <input type="checkbox"/> Unit 1 Company and Partnership Law	£625.00	£750.00	Three units to be studied in total	Law units not included in this qualification
HQ2 <input type="checkbox"/> Unit 2 Contract Law	£625.00	£750.00		
HQ3 <input type="checkbox"/> Unit 3 Criminal Law	£625.00	£750.00		
HQ4 <input type="checkbox"/> Unit 4 Employment Law	£625.00	£750.00		
HQ5 <input type="checkbox"/> Unit 5 Equity and Trusts	£625.00	£750.00		
HQ6 <input type="checkbox"/> Unit 6 European Union Law	£625.00	£750.00		
HQ7 <input type="checkbox"/> Unit 7 Family Law	£625.00	£750.00		
HQ8 <input type="checkbox"/> Unit 8 Immigration Law	£625.00	£750.00		
HQ9 <input type="checkbox"/> Unit 9 Land Law	£625.00	£750.00		
HQ10 <input type="checkbox"/> Unit 10 Landlord and Tenant Law	£625.00	£750.00		
HQ12 <input type="checkbox"/> Unit 12 Public Law	£625.00	£750.00		
HQ13 <input type="checkbox"/> Unit 13 Law of Tort	£625.00	£750.00		
HQ14 <input type="checkbox"/> Unit 14 Wills and Succession	£625.00	£750.00		
<b>CILEx Level 6 Practice units</b>				
HQ15 <input type="checkbox"/> Unit 15 Civil Litigation	£625.00	£750.00	One unit to be studied. Must link with one of the law units being studied	Two units to be studied. Must link with law subjects studied as part of LLB or GDL
HQ16 <input type="checkbox"/> Unit 16 The Practice of Company & Partnership Law	£625.00	£750.00		
HQ17 <input type="checkbox"/> Unit 17 Conveyancing	£625.00	£750.00		
HQ18 <input type="checkbox"/> Unit 18 Criminal Litigation	£625.00	£750.00		
HQ19 <input type="checkbox"/> Unit 19 The Practice of Employment Law	£625.00	£750.00		
HQ20 <input type="checkbox"/> Unit 20 The Practice of Family Law	£625.00	£750.00		
HQ21 <input type="checkbox"/> Unit 21 Probate Practice	£625.00	£750.00		
<b>CILEx Level 6 Professional Skills units</b>				
HQ22 <input type="checkbox"/> Client Care Skills	£645.83	£775.00	Mandatory	Mandatory
HQ23 <input type="checkbox"/> Legal Research Skills	£562.50	£675.00	Mandatory	Not included

### 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

### Learner support information

CILEx Law School is committed to the provision of accessible learning and ensuring that all students are afforded equal opportunities throughout their studies. If you would like additional information on the support available, please email our Learning Support Advisor (LSA) at [clslearnersupport@cilexlawschool](mailto:clslearnersupport@cilexlawschool)

Please tick this box if you have a disability covered by the Equality Act 2010, any learning difficulty or medical condition that might impact on your studies and you would like to discuss your needs with us. By ticking this box you are confirming that you agree to the processing of this information.

### Induction days

Attendance at an induction day is included with your purchase. The induction provides details on your course and how to approach legal study. It will help you get the most out of distance learning and we strongly recommend that you attend. The induction day is also a great opportunity to meet other students and our team face-to-face.

To find details of upcoming induction dates and locations, and to book, visit our website or the Book an event page on the CLS CRM Portal.

### STEP 3 Use of data and communication preferences

**Use of data:** The Chartered Institute of Legal Executives (CILEx) is the governing body for Chartered Legal Executives, paralegals and other legal professionals. CILEx as a professional association provides professional development, support and guidance to its members. It delivers legal education and training through CILEx Law School, qualifications through its Awarding Body function and independent regulation through CILEx Regulation.

CILEx takes your privacy and your rights to your personal data extremely seriously and we are committed to protecting the privacy of all personal data obtained about individuals. Data is held in compliance with data protection legislation and will be collected and used only for the purposes for which it was originally submitted or in accordance with your preferences.

For more information about how we collect and use your data, please take a look at our Privacy Statement, which can be found on our website.

I have read and understand CILEx' Privacy Statement

**Communication preferences:** CILEx communicates with members, students and stakeholders in relation to its activities, membership services and qualifications in various ways, including direct communications, e-shots, newsletters, technical bulletins and other mediums. We will obtain your consent in advance where the law requires us to. We would also like to send you updates about CILEx and CILEx products and services via these communication channels. You can change what you would like to receive at any time in your user account preference centre.

**Please select which of the following you would like to receive information about**

- Membership
- Qualifications
- CILEx products & services
- Apprenticeships
- Training & courses
- Charitable support services
- PR, case study & survey opportunities
- Corporate news & announcements

### STEP 4 Read the terms and conditions

Please read the terms and conditions on the back of this form and sign the declaration opposite. The terms and conditions refer to the CLS Student Code of Conduct which can be found on our website.

I accept the terms and conditions overleaf	
Signature	Date

### STEP 5 How would you like to pay

**Payment option A.** If you choose to pay by cheque please submit a cheque for the total fee, including extras, payable to CILEx Law School. No post-dated cheques please. The instalment option is not available.

**Payment option B.** 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. If you select this option and your employer is paying your fees, you agree to CLS sharing information on your progress and results with them, if requested.

Name
Address
Postcode

Course fee	Instalment 1	Instalment 2	Instalment 3
£675	£335	£170	£170
£750	£370	£190	£190
£775	£385	£195	£195

Calculate your payment amount	
Total course fees including VAT	
Overseas postage if relevant* <input type="checkbox"/> £15 Europe <input type="checkbox"/> £25 outside Europe	
<b>TOTAL PAYABLE</b>	

\*Overseas one-time postage fee (outside mainland GB):

- £15 for Europe
- £25 outside Europe

**Payment option C.** If you choose to pay by debit/credit card your course fees can be paid by instalments, as listed in the table to the right. This option is only available if you are paying for your course personally, and not for employer payments. If you are enrolling on more than one course we will process the first instalment payments together. When your next instalment payments are due, we will contact you to confirm your card details.

**C1.** I would like to pay the full course fee now. Please debit my card for the full amount.

**C2.** I would like to pay by instalments. Please debit my card for the first instalment. We will contact you before collecting the next instalments. They will be due on the same day, or following working day, each month.

Card type: Visa  Mastercard  Maestro

Card no. <input style="width: 90%;" type="text"/>	Signature of cardholder
Valid from <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	Expiry date <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>
Security code <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	
Name on card <input style="width: 80%;" type="text"/>	Issue no. <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>
Email address of cardholder (for payment acknowledgement only) <input style="width: 98%;" type="text"/>	
Address of cardholder (if not as given in Step 1) <input style="width: 98%;" type="text"/>	
Postcode <input style="width: 90%;" type="text"/>	

## Terms and conditions

**Contracting parties:** This contract is between the student making the application and CILEx Law School (CLS), part of the Chartered Institute of Legal Executives (CILEx). **Access to the Virtual Learning Environment (VLE):** No refund or compensation will be given for periods of non-availability of the VLE or any of its features. **CILEx membership:** CILEx requires that anyone who wishes to sit a CILEx exam or assessment must be a student member, or other category of member as appropriate, of CILEx (unless it is a Level 6 exam for a Single Subject Certificate). It is your responsibility to ensure that you have met this condition. **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 CILEx Law School. 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 CILEx Law School. We will withdraw the course without compensation from any student found or suspected of abusing our copyright and refer the matter to CILEx Regulation. **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 revision tuition. **Delivery of course materials:** We aim to deliver your course materials within 14 days of receipt of your order, or 28 days if you live overseas, unless we contact you to advise of any delays. CILEx Law School will not accept liability for any claims for losses arising from delivery outside this period. **Duration of course:** Course fees include tuition and access to the VLE and other course resources for fifteen months from the date of enrolment. Study exercises and mock exams on law and practice courses, and assessed assignments on professional skills courses, must be submitted for marking at least four weeks before the expiration date. **English as a second language:** If English is not your first language, we recommend that you do not enrol on a course unless you hold the Cambridge First/Advanced Certificate in English or NARIC-approved equivalent qualification eg IELTS 7.0 or above. **Entrance requirements:** You are strongly recommended to have studied at CILEx Level 3, A Level or degree level to be able to achieve success in any CILEx Level 6 exam. You should be aware of any entrance requirements relating to the particular CILEx qualification that you are studying before enrolling with CILEx Law School. **Exam entry:** You are responsible for applying to the CILEx Awarding Body (CAB) to enter your exam and for paying the exam entry fee. Enrolment with CILEx Law School on a course does not constitute exam entry. If you live overseas you need to be aware of CAB's specifications regarding exam centres. You are responsible for ensuring that you make arrangements with CAB in good time. **Induction day:** The induction day is included in the course fee. CILEx Law School does not guarantee that there will be space available on your selected date and location and you are strongly advised to book as early as possible to secure your place. CILEx Law School reserves the right to charge/retain a non-attendance fee of £75 if you book a place on an induction day and do not attend, or do not cancel the booking by email or letter at least 10 days before the event. **Internet access:** It is a condition of your application that you have access to the internet so that you can access the essential course resources on the CILEx Law School VLE. 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. You will not be able to complete the course without access to the web-based resources. **Marking of professional skills assignments:** We set CILEx Law School deadlines for submission of assessed assignments for marking to ensure that these are marked and the result advised to you before the CILEx exam entry deadline. We will use our best endeavours to ensure that any assignment submitted for marking before the CILEx Law School deadline will be marked once before the CILEx exam entry deadline, and we will endeavour to mark any assignment within a period of four weeks. **Non-transferability of course:** The course is not transferable to any other party. **Overseas students:** You will incur a one-time postage fee (outside mainland GB) of: £15 for Europe; £25 outside Europe. **Plagiarism:** We reserve the right to withdraw our services from any student suspected of copying another student's work for the assessed assignment on any professional skills course, and to refer the matter to CAB. **Refund/Change of course:** A full refund of the course fee will be given if the course materials are returned to CILEx Law School, in good condition and with postage having been pre-paid in full by you, within fourteen days following the date you receive them. Thereafter, provided all materials are returned to CILEx Law School, 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 CILEx Law School, your course fees will be refunded less an administration charge of £30 including VAT per course, or per complete order returned. 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. Refunds will not be given if you have already attended an induction day, or submitted an exercise or assignment for marking, and in these circumstances your attendance at the induction day/submission of your work will be taken to be a waiver of your rights to cancel under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. **Reinstatement:** Reinstatement on your course at a reduced fee is available if your 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. Reinstatement is not available on professional skills courses where marking has already taken place as specified: Level 6 Client Care Skills: three markings of the assessed assignment; Level 6 Legal Research Skills: three markings of Task 1 and two markings of Tasks 2 and 3 of the assessed assignment. Reinstatement is also not available on courses which have been terminated by CILEx

Law School under the clause 'Termination of Professional Skills courses'. **Revision tuition/professional skills workshops:** The course fee includes attendance at one face-to-face revision event or webinar for a law or practice unit, or one face-to-face workshop or webinar for a professional skills unit, subject to payment of a £10 administration fee per event payable at the time of booking. The entitlement to attend relates only to revision events/workshops/webinars occurring during the period of validity of your course, and cannot be carried forward. CILEx Law School does not guarantee that there will be space available on your selected date and location and you are strongly advised to book as early as possible to secure your place. Your entitlement to a revision event or professional skills workshop will be forfeited if you make a booking and do not attend, or do not cancel the booking by email or letter at least 10 days before the event. CILEx Law School reserves the right to cancel specific dates if there is insufficient demand. In the event of a revision event/workshop/webinar having to be cancelled due to the default of CILEx Law School's suppliers, or events such as fire, flood, storm, transport failure, war or acts of terrorism, CILEx Law School will endeavour to offer to re-run the event/workshop/webinar on an alternative date. **Subject champion referral on Level 6 Client Care Skills:** The fee for this course includes the marking of the mock assignment and up to two markings of the assessed assignment. If a pass has not been achieved at this point, it will be necessary to pay an additional fee of £75 for referral to a subject champion for a telephone consultation and one further marking of the assessed assignment, submission of which must take place within four weeks of the consultation. If a pass has still not been achieved, either because the assessed assignment was not submitted within four weeks, or the assessed assignment did not achieve a pass on marking, a further subject champion fee will be charged for a further consultation and marking, with a maximum of two subject champion referrals before a course is terminated. These courses can also be terminated under the clause 'Termination of professional skills courses'. **Subject champion referral/termination of Level 6 Legal Research Skills:** The fee for this course includes up to three markings for Task 1 of the assessed assignment and, where relevant, two markings of the remaining tasks. If a pass has not been achieved after three markings of Task 1, there will be a review by CILEx Law School's Skills Panel. If the Panel reasonably determines that you will not be able to achieve a pass in this unit, we reserve the right to terminate your course at this point. If you pass Task 1 and progress to Tasks 2 and 3, you will be entitled to up to two markings of these tasks within the original course fee. If you do not pass both of these tasks after two markings, it will be necessary to pay an additional fee of £75 for referral to a subject champion for a telephone consultation and one further marking of the failed tasks, submission of which must take place within four weeks of the consultation. If a pass has still not been achieved, either because the tasks were not submitted within four weeks, or did not achieve a pass on marking, a further subject champion fee will be charged for a further consultation and marking, with a maximum of two subject champion referrals before the course is terminated. The Level 6 Legal Research course can also be terminated under the clause below. **Termination of professional skills courses (Level 6 Client Care Skills; Level 6 Legal Research Skills):** If CILEx Law School's Academic Director, following a review by CILEx Law School's Skills Panel, reasonably determines at any time during your enrolment on a professional skills course that your written English is not good enough to pass the relevant assessed assignment, we reserve the right to terminate your professional skills course. If you disagree with the decision of CILEx Law School's Academic Director, you have the right to appeal to CILEx Law School's Managing Director. **Suspension of course:** Failure to complete any instalment payments will lead to suspension of your course. **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 CILEx Law School staff and/or make further unreasonable or excessive demands, we may at our discretion either suspend or withdraw your course without a refund. You will also abide by the CLS Student Code of Conduct. **Use of the VLE:** By enrolling on this course you agree to CILEx Law School staff having access to data on your VLE usage and activities. **Word processing:** You will need to be able to use word-processing software (either Microsoft Word or Open Office) in order to complete the course. Please refer to the computer specification on our website for full software and hardware specifications.

