

STEP 2 Select your CILEx Level 3 course(s)

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, before enrolling on any course with CILEx Law School. Full information is given on our website and in our prospectus. If you would like advice on course selection, please get in touch with us.

We offer a **DISCOUNT** where packages of courses are purchased at the same time. For advice on course selection call us on 01234 844300.

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 require reasonable adjustments in relation to a disability, health condition or learning difficulty, or if you would like additional information, please email our Learning Support Advisor (LSA) at clslearnersupport@cilexlawschool.ac.uk

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.

Please submit the fee inclusive of VAT in all circumstances.			Fees excl. VAT	Fees incl. VAT
Courses ordered individually				
UQ1	<input type="checkbox"/> Unit 1 Introduction to Law and Practice	£291.67	£350.00	
UQ2	<input type="checkbox"/> Unit 2 Contract Law	£345.83	£415.00	
UQ3	<input type="checkbox"/> Unit 3 Criminal Law	£345.83	£415.00	
UQ4	<input type="checkbox"/> Unit 4 Land Law	£345.83	£415.00	
UQ5	<input type="checkbox"/> Unit 5 Law of Tort	£345.83	£415.00	
UQ6	<input type="checkbox"/> Unit 6 Employment Law	£345.83	£415.00	
UQ7	<input type="checkbox"/> Unit 7 Family Law	£345.83	£415.00	
UQ8	<input type="checkbox"/> Unit 8 Law of Wills and Succession	£345.83	£415.00	
UQ9	<input type="checkbox"/> Unit 9 Civil Litigation	£345.83	£415.00	
UQ10	<input type="checkbox"/> Unit 10 Conveyancing	£345.83	£415.00	
UQ11	<input type="checkbox"/> Unit 11 Criminal Litigation	£345.83	£415.00	
UQ12	<input type="checkbox"/> Unit 12 The Practice of Family Law	£345.83	£415.00	
UQ13	<input type="checkbox"/> Unit 13 The Practice of Employment Law	£345.83	£415.00	
UQ14	<input type="checkbox"/> Unit 14 Probate Practice	£345.83	£415.00	
UQ15	<input type="checkbox"/> Unit 15 The Practice of Law for the Elderly Client	£345.83	£415.00	
UQ16	<input type="checkbox"/> Unit 16 Client Care Skills	£345.83	£415.00	
UQ17	<input type="checkbox"/> Unit 17 Legal Research Skills	£345.83	£415.00	
UQ18	<input type="checkbox"/> Unit 18 The Practice of Child Care Law	£345.83	£415.00	
UQ19	<input type="checkbox"/> Unit 19 Residential & Commercial Leasehold Conveyancing	£345.83	£415.00	

Please submit the fee inclusive of VAT in all circumstances.			Fees excl. VAT	Fees incl. VAT
Package A – includes a £465 DISCOUNT Courses for Certificates in Law & Practice (Unit 1, one law unit, its linked practice unit and two professional skills units)				
PA1	<input type="checkbox"/> Conveyancing	£1287.50	£1545.00	
PA2	<input type="checkbox"/> Civil Litigation – with Contract Law	£1287.50	£1545.00	
PA3	<input type="checkbox"/> Civil Litigation – with Law of Tort	£1287.50	£1545.00	
PA4	<input type="checkbox"/> Criminal Litigation	£1287.50	£1545.00	
PA5	<input type="checkbox"/> Family Practice	£1287.50	£1545.00	
PA6	<input type="checkbox"/> Probate Practice	£1287.50	£1545.00	
PA7	<input type="checkbox"/> Employment Practice	£1287.50	£1545.00	
PA8	<input type="checkbox"/> Elderly Client Practice	£1287.50	£1545.00	
PA9	<input type="checkbox"/> Child Care Practice	£1287.50	£1545.00	
PA10	<input type="checkbox"/> Residential & Commercial Leasehold Conveyancing	£1287.50	£1545.00	

Please submit the fee inclusive of VAT in all circumstances.			Fees excl. VAT	Fees incl. VAT
Package B – includes a £135 DISCOUNT Courses for Unit 1 plus a law unit and its linked practice unit				
PB1	<input type="checkbox"/> Unit 1 + Unit 2 + Unit 9	£870.83	£1045.00	
PB2	<input type="checkbox"/> Unit 1 + Unit 3 + Unit 11	£870.83	£1045.00	
PB3	<input type="checkbox"/> Unit 1 + Unit 4 + Unit 10	£870.83	£1045.00	
PB4	<input type="checkbox"/> Unit 1 + Unit 5 + Unit 9	£870.83	£1045.00	
PB5	<input type="checkbox"/> Unit 1 + Unit 6 + Unit 13	£870.83	£1045.00	
PB6	<input type="checkbox"/> Unit 1 + Unit 7 + Unit 12	£870.83	£1045.00	
PB7	<input type="checkbox"/> Unit 1 + Unit 8 + Unit 14	£870.83	£1045.00	
PB8	<input type="checkbox"/> Unit 1 + Unit 8 + Unit 15	£870.83	£1045.00	
PB9	<input type="checkbox"/> Unit 1 + Unit 7 + Unit 18	£870.83	£1045.00	
PB10	<input type="checkbox"/> Unit 1 + Unit 4 + Unit 19	£870.83	£1045.00	

Please submit the fee inclusive of VAT in all circumstances.			Fees excl. VAT	Fees incl. VAT
Package C – includes a £75 DISCOUNT Courses for one law unit and its linked practice unit				
PC1	<input type="checkbox"/> Unit 2 + Unit 9	£629.17	£755.00	
PC2	<input type="checkbox"/> Unit 3 + Unit 11	£629.17	£755.00	
PC3	<input type="checkbox"/> Unit 4 + Unit 10	£629.17	£755.00	
PC4	<input type="checkbox"/> Unit 5 + Unit 9	£629.17	£755.00	
PC5	<input type="checkbox"/> Unit 6 + Unit 13	£629.17	£755.00	
PC6	<input type="checkbox"/> Unit 7 + Unit 12	£629.17	£755.00	
PC7	<input type="checkbox"/> Unit 8 + Unit 14	£629.17	£755.00	
PC8	<input type="checkbox"/> Unit 8 + Unit 15	£629.17	£755.00	
PC9	<input type="checkbox"/> Unit 7 + Unit 18	£629.17	£755.00	
PC10	<input type="checkbox"/> Unit 4 + Unit 19	£629.17	£755.00	

Please submit the fee inclusive of VAT in all circumstances.			Fees excl. VAT	Fees incl. VAT
Package D – includes a £145 DISCOUNT Courses for three mandatory law units for the Professional Diploma in Law & Practice				
PD1	<input type="checkbox"/> Unit 2 + Unit 3 + Unit 4	£916.67	£1100.00	
PD2	<input type="checkbox"/> Unit 2 + Unit 3 + Unit 5	£916.67	£1100.00	
PD3	<input type="checkbox"/> Unit 2 + Unit 4 + Unit 5	£916.67	£1100.00	
PD4	<input type="checkbox"/> Unit 3 + Unit 4 + Unit 5	£916.67	£1100.00	

Please submit the fee inclusive of VAT in all circumstances.			Fees excl. VAT	Fees incl. VAT
Package E – includes a £145 DISCOUNT Courses for two mandatory law units and one linked practice unit for the Professional Diploma in Law & Practice				
PE1	<input type="checkbox"/> Unit 2 + Unit 3 + Unit 9	£916.67	£1100.00	
PE2	<input type="checkbox"/> Unit 2 + Unit 3 + Unit 11	£916.67	£1100.00	
PE3	<input type="checkbox"/> Unit 2 + Unit 4 + Unit 9	£916.67	£1100.00	
PE4	<input type="checkbox"/> Unit 2 + Unit 4 + Unit 10	£916.67	£1100.00	
PE5	<input type="checkbox"/> Unit 2 + Unit 5 + Unit 9	£916.67	£1100.00	
PE6	<input type="checkbox"/> Unit 3 + Unit 4 + Unit 11	£916.67	£1100.00	
PE7	<input type="checkbox"/> Unit 3 + Unit 4 + Unit 10	£916.67	£1100.00	
PE8	<input type="checkbox"/> Unit 3 + Unit 5 + Unit 11	£916.67	£1100.00	
PE9	<input type="checkbox"/> Unit 3 + Unit 5 + Unit 9	£916.67	£1100.00	
PE10	<input type="checkbox"/> Unit 4 + Unit 5 + Unit 10	£916.67	£1100.00	
PE11	<input type="checkbox"/> Unit 4 + Unit 5 + Unit 9	£916.67	£1100.00	
PE12	<input type="checkbox"/> Unit 2 + Unit 4 + Unit 19	£916.67	£1100.00	
PE13	<input type="checkbox"/> Unit 3 + Unit 4 + Unit 19	£916.67	£1100.00	
PE14	<input type="checkbox"/> Unit 4 + Unit 5 + Unit 19	£916.67	£1100.00	

STEP 3 Terms and conditions

Please read the terms and conditions and sign the declaration below. The terms and conditions refer to Policies which can be found on our website.

What's included in your course fee:

Course duration: tuition and access to the VLE and online 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.

Live sessions/workshops: attendance at one revision session for a law or practice unit, or one workshop for a professional skills unit. In addition, you can also book to attend a welcome webinar and induction session with the purchase of Unit 1. Your entitlement to attend live sessions/workshops relates only to the sessions/workshops occurring during the period of validity of your course and cannot be carried forward. We do not guarantee that there will be space available at your selected session/workshop and you are strongly advised to book as early as possible to secure your place.

Professional skills markings: up to three markings of your Client Care Skills and/or Legal Research Skills assessed assignment. We will use our best endeavours to ensure that any assignment submitted for marking before the CLS 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. Please refer to the Skills Referral Policy for further information.

Additional fees/costs include, where applicable:

Live sessions/workshops: a £10 administration fee per live session/workshop, payable at the time of booking. We will not be liable for any costs associated with attending such events (e.g. travel, accommodation).

Professional skills subject champion: a £30 subject champion referral fee, where you require more than the number of markings of the assessed assignment that are included within the course fee. You can purchase a maximum of two subject champion referrals before a course is terminated. Please refer to the Skills Referral Policy for further information.

International shipping: where you require your materials shipped internationally (outside mainland GB), you will incur a one-time postage fee of £15 for Europe and £25 for outside Europe.

CILEx membership: anyone who wishes to sit a CILEx Level 3 exam or assessment must be a current member of CILEx. It is your responsibility to familiarise yourself with and stay up to date on CILEx membership rules and regulations to ensure that you have met their conditions. You are responsible for paying the CILEx membership fee. Refer to www.cilex.org.uk for further information.

Exam registration: enrolment on a course does not constitute exam entry. You are responsible for registering to enter the relevant CILEx exam including paying the exam entry fee and making the relevant arrangements, particularly if you live overseas as you will be required to locate and organise your own external examination centre.

Contract/contracting parties:

This contract is between the student enrolling and CILEx Law School (CLS), part of the Chartered Institute of Legal Executives (CILEx). The course, including the associated resources, is not transferable to any other party. 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 CLS, part of CILEx. 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 prior written permission. We will withdraw the course without compensation from any student found or suspected of abusing our copyright and refer the matter to CILEx Regulation.

Disruption/cancellation:

Disruption: where the provision of our products and services is disrupted, or where we are unable to deliver our products and services as originally intended, due to unforeseen circumstances reasonably beyond our control, we will endeavour where possible, but cannot guarantee, to put in place alternative arrangements. Unforeseen circumstances include, but are not limited to, acts of God, strikes, war or acts of terrorism, equipment, transport or transmission failure or damage reasonably beyond our control, or epidemic and/or pandemic or other causes reasonably beyond our control.

Downtime: no refund or compensation will be given for periods of non-availability of our Virtual Learning Environment (VLE) or any of its features.

Cancellation: we reserve the right to cancel live sessions/workshops if there is insufficient demand. In the event of us having to cancel, we will endeavour to offer to re-run the session/workshop on an alternative date.

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. We will not accept liability for any claims for losses arising from delivery outside this period.

Discounts:

Multi-purchase course or product discounts which attract a lower fee when purchased together can only be given when courses/products are purchased at the same time in the same transaction and cannot be given retrospectively.

Entrance requirements:

There is no specific entrance requirement for CILEx Level 3 courses. However, we recommend that you have at least GCSE English at grade C (4) or above, or an equivalent qualification, to be able to achieve success in any CILEx Level 3 exam. If English is not your first language, we recommend that you do not enrol on a course at Level 3 unless you hold the Cambridge First/Advanced Certificate in English or NARIC-approved equivalent qualification, e.g. IELTS 7.0 or above.

Non-attendance at live sessions/workshops:

Your entitlement to a session/workshop will be forfeited if you make a booking and do not attend, or do not cancel the booking by email at least 5 days before the session/workshop.

Refund/change of course:

We offer refunds as follows:

Within 14 days of purchase – full refund: a full refund of the course fee will be given if the course materials are returned to us, in good condition and with postage having been pre-paid in full by you, within fourteen days following the date you receive them.

Two to four weeks after purchase – partial refund: provided all materials are returned to us, 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 us, your course fees will be refunded less an administration charge of £30 including VAT per course, or per complete order returned.

Changing courses – full or partial refund: the above refund conditions apply to students wishing to change course. In addition, you will be required to pay any difference between the cost of the two courses, and the overseas postage charge where applicable.

Some course elements already taken up – no refund: if you have already attended a live session/workshop or submitted a study exercise or assignment for marking you will not be entitled to a refund. Taking up elements of the course will be taken to be a waiver of your rights to cancel under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

We do not offer a refund for any course elements that are not taken up, such as the revision tuition.

Suspension of course/termination of contract:

We may suspend/terminate your course and/or withdraw access to our products/services in the following circumstances:

Defaulting on payment: failure to complete any payment(s), by instalment, Direct Debit, or other agreed means

Disciplinary/Skills Referral Policy: we reserve the right to suspend/terminate your course in line with our Disciplinary Policy, and Skills Referral Policy. Where applicable, further action may also be taken by CILEx and/or CILEx Regulation.

Professional skills: if our Skills Panel reasonably determines at any time during your enrolment on a professional skills course that your written communication skills are not good enough to pass the relevant assessed assignment, we reserve the right to terminate your professional skills course. Please refer to the Skills Referral Policy for further information.

Technical/equipment requirements:

You will need to meet the following requirements: **Internet access**, to gain access to your online course resources.

Access to word-processing software (either Microsoft Word or Open Office). Please refer to the software and hardware specifications, as provided on our website.

Email address, so you can receive essential course-related information and communications. 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.

I accept the terms and conditions above

Signature

Date

STEP 4 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's 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

- | | |
|--|--|
| <input type="checkbox"/> Membership | <input type="checkbox"/> Training & courses |
| <input type="checkbox"/> Qualifications | <input type="checkbox"/> Charitable support services |
| <input type="checkbox"/> CILEx products & services | <input type="checkbox"/> PR, case study & survey opportunities |
| <input type="checkbox"/> Apprenticeships | <input type="checkbox"/> Corporate news & announcements |

STEP 5 How would you like to pay*

Calculate your payment amount

Total course fees including VAT	
Postage (tick as applicable) <input type="checkbox"/> £0 Mainland UK <input type="checkbox"/> £15 Europe <input type="checkbox"/> £25 outside Europe	
TOTAL PAYABLE	

Select your payment option

Option A: My employer is paying

If your employer is paying your fees, you agree to CLS sharing information on your progress and results with them, if requested. The instalment option is not available.

Payment option A.1 Buy online

Make your purchase via our online shop <https://clsportal.cilexgroup.org.uk/> (you do not need to complete and submit this form).

Payment option A.2 BACS payment

Please complete this application form and email it to itslaw@cilexlawschool.ac.uk for further instructions.

Payment option A.3 Letter of undertaking

Please complete this application form and email it to itslaw@cilexlawschool.ac.uk along with a scanned copy of a letter from your employer (signed by a partner if a firm of solicitors) containing an undertaking to pay your fees within 28 days.

*Note: available payment methods are subject to change

Option B: I, or another individual, am/is paying

Payment option B.1 Buy online

Pay in full via our online shop <https://clsportal.cilexgroup.org.uk/> (you do not need to complete and submit this form).

Payment option B.2 BACS payment

Pay in full or by instalment via BACS. Please complete this application form and email it to itslaw@cilexlawschool.ac.uk for further instructions.

I would like to pay the full course fee

I would like to pay by instalments

Fee incl. VAT	Inst. 1	Inst. 2	Inst. 3
£350	£150	£100	£100
£415	£215	£100	£100
£1545	£845	£350	£350
£1045	£445	£300	£300
£755	£255	£250	£250
£1100	£500	£300	£300

