



Courses for CILEx Level 3 units

Enrolment application form 2018/19

Our flexible courses allow you to enrol at any time and study from any location, but within a structured framework that offers excellent course resources and specialist tutor support.

- Choose from 19 CILEx Level 3 units
- Discounts available for multiple enrolments
- Flexibility within a structured framework
- Comprehensive, high quality printed and electronic course materials
- Study exercises to test your understanding of course content
- Telephone and email support from our 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
- Revision for all law and practice courses

We also offer courses for all CILEx Level 6 units, for which there is a separate application form.



LexisNexis Legal Awards 2018: Award for Diversity and Inclusion – Winner
Modern Law Awards 2017/18: Supporting the Industry Award – Winner
British Legal Awards 2017: Supplier Innovation (Services) – Finalist
Legal Week Innovation Awards 2017: Training Innovation Award – Finalist
Solicitors Journal Awards 2017: Legal Education Provider of the Year Award – Shortlisted

“ From the staff to the course manuals and online material, CILEx Law School is brilliant and I’m glad I found the course on-line. I enjoy the continuous learning aspect, being able to distance learn is such a bonus when you work full time and have family commitments. I feel the additions to the on-line courses are a great improvement and make understanding each topic easier.

Sarah Jane Melville

**CILEx Law School,
College House, Manor Drive,
Kempston, Bedford MK42 7AB**

**Tel. 01234 844300
itslaw@cilexlawschool.ac.uk
DX No. 124782 KEMPSTON 2**

www.cilexlawschool.ac.uk

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

Send your completed application form to:

CILEx Law School, College House, Manor Drive, Kempston, Bedford, MK42 7AB or to DX 124782 KEMPSTON 2. VAT NO. GB 904 4448 34

STEP 1 Complete your personal details

**Valid until
31 May 2019**

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.

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.

Please confirm that you agree to the processing of any information you provide on any disability/learning difficulty/medical condition for the purpose of assisting CLS in the delivery of your distance learning course.

If you have studied with us before and you have changed your name or address, please enter your previous name and/or postcode.

Previous surname	Previous postcode
------------------	-------------------

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

Are your course fees, or a proportion of them, being paid by your employer? YES NO

If you have answered 'YES' to either or both of the questions above please complete the following section.

Employer	
Your work address	
Postcode	DX no.

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

STEP 2 Tell us about your plans

It would help us to know your reason for study. Please answer the following question:

Do you intend to qualify as a Chartered Legal Executive eventually? YES NO DON'T KNOW YET

STEP 3 Select your CILEx Level 3 course(s)

Please read the section titled 'Choosing your course' on the back of this form before making your selection by ticking the box. We offer a **DISCOUNT** where packages of courses are purchased at the same time. For advice on course selection call us on 01234 844300.

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	£283.33	£340.00
UQ2	<input type="checkbox"/> Unit 2 Contract Law	£333.33	£400.00
UQ3	<input type="checkbox"/> Unit 3 Criminal Law	£333.33	£400.00
UQ4	<input type="checkbox"/> Unit 4 Land Law	£333.33	£400.00
UQ5	<input type="checkbox"/> Unit 5 Law of Tort	£333.33	£400.00
UQ6	<input type="checkbox"/> Unit 6 Employment Law	£333.33	£400.00
UQ7	<input type="checkbox"/> Unit 7 Family Law	£333.33	£400.00
UQ8	<input type="checkbox"/> Unit 8 Law of Wills and Succession	£333.33	£400.00
UQ9	<input type="checkbox"/> Unit 9 Civil Litigation	£333.33	£400.00
UQ10	<input type="checkbox"/> Unit 10 Conveyancing	£333.33	£400.00
UQ11	<input type="checkbox"/> Unit 11 Criminal Litigation	£333.33	£400.00
UQ12	<input type="checkbox"/> Unit 12 The Practice of Family Law	£333.33	£400.00
UQ13	<input type="checkbox"/> Unit 13 The Practice of Employment Law	£333.33	£400.00
UQ14	<input type="checkbox"/> Unit 14 Probate Practice	£333.33	£400.00
UQ15	<input type="checkbox"/> Unit 15 The Practice of Law for the Elderly Client	£333.33	£400.00
UQ16	<input type="checkbox"/> Unit 16 Client Care Skills	£333.33	£400.00
UQ17	<input type="checkbox"/> Unit 17 Legal Research Skills	£333.33	£400.00
UQ18	<input type="checkbox"/> Unit 18 The Practice of Child Care Law	£333.33	£400.00
UQ19	<input type="checkbox"/> Unit 19 Res. and Comm. Leasehold Conveyancing	£333.33	£400.00
Package A – includes a £440 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	£1250.00	£1500.00
PA2	<input type="checkbox"/> Civil Litigation – with Contract Law	£1250.00	£1500.00
PA3	<input type="checkbox"/> Civil Litigation – with Law of Tort	£1250.00	£1500.00
PA4	<input type="checkbox"/> Criminal Litigation	£1250.00	£1500.00
PA5	<input type="checkbox"/> Family Practice	£1250.00	£1500.00
PA6	<input type="checkbox"/> Probate Practice	£1250.00	£1500.00
PA7	<input type="checkbox"/> Employment Practice	£1250.00	£1500.00
PA8	<input type="checkbox"/> Elderly Client Practice	£1250.00	£1500.00
PA9	<input type="checkbox"/> Child Care Practice	£1250.00	£1500.00
PA10	<input type="checkbox"/> Residential and Commercial Leasehold Conveyancing	£1250.00	£1500.00
Package B – includes a £125 DISCOUNT Courses for Unit 1 plus a law unit and its linked practice unit			
PB1	<input type="checkbox"/> Unit 1 + Unit 2 + Unit 9	£845.83	£1015.00
PB2	<input type="checkbox"/> Unit 1 + Unit 3 + Unit 11	£845.83	£1015.00
PB3	<input type="checkbox"/> Unit 1 + Unit 4 + Unit 10	£845.83	£1015.00
PB4	<input type="checkbox"/> Unit 1 + Unit 5 + Unit 9	£845.83	£1015.00
PB5	<input type="checkbox"/> Unit 1 + Unit 6 + Unit 13	£845.83	£1015.00
PB6	<input type="checkbox"/> Unit 1 + Unit 7 + Unit 12	£845.83	£1015.00
PB7	<input type="checkbox"/> Unit 1 + Unit 8 + Unit 14	£845.83	£1015.00
PB8	<input type="checkbox"/> Unit 1 + Unit 8 + Unit 15	£845.83	£1015.00
PB9	<input type="checkbox"/> Unit 1 + Unit 7 + Unit 18	£845.83	£1015.00
PB10	<input type="checkbox"/> Unit 1 + Unit 4 + Unit 19	£845.83	£1015.00
Package C – includes a £70 DISCOUNT Courses for one law unit and its linked practice unit			
PC1	<input type="checkbox"/> Unit 2 + Unit 9	£608.33	£730.00
PC2	<input type="checkbox"/> Unit 3 + Unit 11	£608.33	£730.00
PC3	<input type="checkbox"/> Unit 4 + Unit 10	£608.33	£730.00
PC4	<input type="checkbox"/> Unit 5 + Unit 9	£608.33	£730.00
PC5	<input type="checkbox"/> Unit 6 + Unit 13	£608.33	£730.00
PC6	<input type="checkbox"/> Unit 7 + Unit 12	£608.33	£730.00
PC7	<input type="checkbox"/> Unit 8 + Unit 14	£608.33	£730.00
PC8	<input type="checkbox"/> Unit 8 + Unit 15	£608.33	£730.00
PC9	<input type="checkbox"/> Unit 7 + Unit 18	£608.33	£730.00
PC10	<input type="checkbox"/> Unit 4 + Unit 19	£608.33	£730.00

Please submit the fee inclusive of VAT in all circumstances.		Fees excl. VAT	Fees incl. VAT
Package D – includes a £130 DISCOUNT Courses for three mandatory law units for the Professional Diploma in Law & Practice			
PD1	<input type="checkbox"/> Unit 2 + Unit 3 + Unit 4	£891.67	£1070.00
PD2	<input type="checkbox"/> Unit 2 + Unit 3 + Unit 5	£891.67	£1070.00
PD3	<input type="checkbox"/> Unit 2 + Unit 4 + Unit 5	£891.67	£1070.00
PD4	<input type="checkbox"/> Unit 3 + Unit 4 + Unit 5	£891.67	£1070.00
Package E – includes a £130 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	£891.67	£1070.00
PE2	<input type="checkbox"/> Unit 2 + Unit 3 + Unit 11	£891.67	£1070.00
PE3	<input type="checkbox"/> Unit 2 + Unit 4 + Unit 9	£891.67	£1070.00
PE4	<input type="checkbox"/> Unit 2 + Unit 4 + Unit 10	£891.67	£1070.00
PE5	<input type="checkbox"/> Unit 2 + Unit 5 + Unit 9	£891.67	£1070.00
PE6	<input type="checkbox"/> Unit 3 + Unit 4 + Unit 11	£891.67	£1070.00
PE7	<input type="checkbox"/> Unit 3 + Unit 4 + Unit 10	£891.67	£1070.00
PE8	<input type="checkbox"/> Unit 3 + Unit 5 + Unit 11	£891.67	£1070.00
PE9	<input type="checkbox"/> Unit 3 + Unit 5 + Unit 9	£891.67	£1070.00
PE10	<input type="checkbox"/> Unit 4 + Unit 5 + Unit 10	£891.67	£1070.00
PE11	<input type="checkbox"/> Unit 4 + Unit 5 + Unit 9	£891.67	£1070.00
PE12	<input type="checkbox"/> Unit 2 + Unit 4 + Unit 19	£891.67	£1070.00
PE13	<input type="checkbox"/> Unit 3 + Unit 4 + Unit 19	£891.67	£1070.00
PE14	<input type="checkbox"/> Unit 4 + Unit 5 + Unit 19	£891.67	£1070.00

STEP 4 Select date and location of induction day

We invite you to attend an induction day if you are new to studying with CILEx Law School. We strongly recommend that you attend. The induction day is not course-specific but is designed to introduce you to studying with CILEx Law School and to equip you with key study skills appropriate to your level of study. Importantly, it will also show you how to get the most from the on-line and printed course resources. Select from the list of dates below. Timings and detailed location information will be given on enrolment.

I understand that CILEx Law School reserves the right to charge/retain a non-attendance fee of £75 if I 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.

The induction day is included in the course fee for Unit 1. This is a general Level 3 induction day. Please give us a call if you are not enrolling on Unit 1, but would like to attend an induction day because you are enrolling with us at Level 3 for the first time.

<input type="checkbox"/> 11 May 2019 – Manchester
<input type="checkbox"/> 18 May 2019 – London
<input type="checkbox"/> 8 June 2019 – Bedford
<input type="checkbox"/> 22 June 2019 – Bristol
<input type="checkbox"/> 27 June 2019 – Leeds
<input type="checkbox"/> 13 July 2019 – Manchester



STEP 5 Use of data

CILEx Law School (CLS) is committed to respecting the personal data you supply to us. In order for CLS to deliver your course, we will need to use your data to:

Hold the information you have supplied on the joint management information system used by the CILEx Group (CILEx, CILEx Regulation, CILEx Group Services and CLS) to be used only for the purposes of processing your application and administering your course.

Provide your name, address and date of birth to the Learner Registration Service (LRS) for the purpose of issuing or verifying your Unique Learner Number. The LRS privacy notice is available for review on our website.

In addition, CLS works with a number of software and other suppliers in order to deliver our services to you. The organisations we share your data with may include, but may not be limited to:

- our print contractor in order to dispatch your course materials;
- our virtual learning environment software, which we refer to as the Student Area (SA), so you can access and use its functionality. Your name may be displayed to other students enrolled on the same course and will be displayed to other students enrolled with CLS if you post

STEP 6 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.

STEP 7 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

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. The fee for the instalment option is £30 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.

on any of the online Forums. CLS staff will have access to data on your SA usage and activities;

- our video conferencing software for the delivery of webinars;
- our freelance tutors who mark your study exercises or assignments;
- our freelance tutors who deliver your face-to-face sessions/webinars or provide additional study support. This will include your mobile phone number or email to keep you informed of any issues on the day;
- the email and survey tool software we use to issue mass communications, including surveys.

Data protection legislation gives you a number of rights relating to the use of your data. Please refer to our Data Protection and Privacy policies, which can be found on our website, for further information and contact details should you have any questions or concerns.

I have read and understand these uses of my data	
Signature	Date

If you would like CLS to contact you about products and services relating to your learning and career progression please tick this box.

I accept the terms and conditions overleaf	
Signature	Date

Course fee	Instal. 1	Instal. 2	Instal. 3
£340	£150	£95	£95
£400	£180	£110	£110
£730	£350	£190	£190
£1015	£515	£250	£250
£1070	£570	£250	£250
£1500	£720	£390	£390

*If you live outside mainland GB please add an additional £30 for up to five courses, or £42 for six or more courses purchased in a single transaction. This is to cover the cost of postage of your course materials and ongoing correspondence throughout the course. If you are paying by instalments please add the overseas postage fee to your first instalment.
**The instalment administration fee is not refundable.

Calculate your payment amount	
Total course fees including VAT	
Instalment administration fee if relevant (£30.00)**	
Overseas postage if relevant*	
TOTAL PAYABLE	

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 plus the £30 fee now and the remaining two instalments on the 15th of the next two months.

Card type: Visa Mastercard Maestro

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

Choosing your course

If you would like advice on course selection please call us on 01234 844300. If you are working towards the CILEx Level 3 Professional Diploma in Law and Practice, 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.

You will see that each CILEx Level 3 unit is listed at its full price at the beginning of Step 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. Several of the Level 3 packages in Step 3 refer to a law unit and linked practice unit.

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
Unit 18 The Practice of Child Care Law	Unit 7 Family Law
Unit 19 Residential and Commercial Leasehold Conveyancing	Unit 4 Land Law

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. **CILEx membership:** CILEx requires that anyone who wishes to sit a CILEx Level 3 exam or assessment must be a student member, or other category of member as appropriate, of CILEx. 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. **Contracting parties:** This contract is between CILEx Law School and the student making the application. **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 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 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 Student Area 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 at Level 3 unless you hold the Cambridge First/Advanced Certificate in English or NARIC-approved equivalent qualification eg IELTS 7.0 or above.

Entrance requirements: There is no specific entrance requirement for CILEx courses. However we recommend that you have at least GCSE English at grade C or above, or an equivalent qualification, to be able to achieve success in any CILEx Level 3 exam. **Email address:** You are required to have an email address. **Exam entry:** You are responsible for applying to CILEx 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 CILEx's specifications regarding exam centres. You are responsible for ensuring that you make arrangements with CILEx in good time. **Induction day:** The induction day is included in the course fee at Level 3 if you are enrolling on Unit 1. 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 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. 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:** If you live outside mainland Great Britain you must remit a further fee of £30 for up to five Level 3 courses purchased in a single transaction. **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 CILEx.

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. Where the original course was purchased as part of a CILEx Level 3 Certificate in Law and Practice or other discounted package, the reinstatement fee will be 35% of the full individual course fee applicable at the time of reinstatement. Reinstatement is not available on professional skills courses where marking has already taken place as specified: Level 3 Client Care Skills, Level 3 Legal Research Skills: three markings 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 3 Client Care Skills and Level 3 Legal Research Skills courses:** The fee includes the marking of the mock assignment and up to three markings of the assessed assignment of the Level 3 Client Care Skills and Legal Research Skills courses. If a pass has not been achieved at this point, it will be necessary to pay an additional fee of £30 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'. **Termination of Level 3 Client Care Skills and Level 3 Legal Research Skills courses:** 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. **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. **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.



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. Please contact CILEx on 01234 841000 or refer to their website at www.cilex.org.uk to find out about membership, exam entry deadlines and associated costs if you have not already done so.

Additional costs

Membership and exam fees are payable to CILEx as indicated above. For the 2018/19 academic year these are as follows:

- One-off registration fee £40
- Student/Affiliate £100/£130
- Exam fees for Unit 1, law and practice units £79.50/unit
- Professional skills assessment fees £50/unit

An administration fee of £10 is payable at the time of booking for face-to-face/webinar revision events and professional skills workshops.

*You will pay student membership unless you have already passed/been exempt from one CILEx Level 3 unit.

Studying by supported distance learning with CILEx Law School

These courses allow you to study where and when you want, while the structured framework and excellent resources maximise your chances of success.

Course structure

Each Level 3 course will require approximately 70 hours of study. You can enrol and start your studies at any time of year. Courses are valid for fifteen months, which means that your study exercises/assignments need to be completed within this period, but you can work as quickly or as slowly as you like within the allocated time to fit around your other commitments. The speed at which you study will often be determined by the exam session that you want to aim for. CILEx exams take place in January and June each year for all Level 3 law and practice units. CILEx Law School's submission deadlines for professional skills assignments are in early September and early March respectively. If you are enrolling with us for the first time at Level 3, you will be contacted at the beginning of your Level 3 studies to offer help with timetabling and academic support.

Course resources

The resources that we offer are designed to deliver the learning outcomes specified in the CILEx syllabus in each case. Some of these are delivered in printed format, others are made available through our virtual learning environment, known as the Student Area. The Student Area will be central to your studies and we encourage you to log on and see what is available as soon as you have enrolled.

COURSE RESOURCES FOR OUR SUPPORTED DISTANCE LEARNING CILEX UNITS

	Level 3 Unit 1	Level 3 Law and Practice	Level 3 Client Care	Level 3 Legal Research
Online student handbook	•	•	•	•
Online study skills guide	•	•		
Suggested timetable and template	•	•	•	•
Course manual	•	•	•	•
Spring/Autumn update	•	•		
Topic recordings/webcasts	•	•	•	•
Study exercises		•		
Course Forum	•	•		
Mock exam/assignment	•	•	•	•
Filmed/recorded client scenarios			•	
Course summary		•		
Revision questions and answers		•		
Face-to-face/webinar revision sessions		•		
Face-to-face/webinar professional skills workshops			•	•
Multiple choice questions for self-testing	•	•		

Course support

For each CILEx law, practice and professional skills course you will be allocated a tutor who will mark your study exercises or assignments. When you submit a piece of work you will get detailed feedback which will help you to improve your understanding of topics. Our Academic Team based at our head office in Kempston are available during office hours to take your calls and answer any queries that you may have. Additionally, the tutors on our course-specific forums are available to answer any query that arises while you are studying.

Revision for law and practice units

We offer revision events for law and practice courses where a specialist tutor works through exam-style revision questions. These are offered either face-to-face or by webinar. Attendance at one face-to-face session or webinar during the period of your course is included in the course fee, subject to payment of an administration fee of £10 at the time of booking. Our face-to-face programme is determined by the number of enrolments we have on each course. Locations for face-to-face revision are London and Salford in May and December with the possible addition of Bristol in May. Not all courses will be offered at all locations and revision for some courses with very few enrollees will only be offered by webinar.

Professional skills workshops

We offer workshops for professional skills courses to prepare you for writing your mock and assessed assignments on Client Care Skills and Legal Research Skills courses. The Client Care ones are mainly offered by webinar and the Legal Research ones are both face-to-face and webinar sessions. Attendance at one face-to-face session or webinar during the period of your course is included in the course fee, subject to payment of an administration fee of £10 at the time of booking. Our face-to-face programme for Client Care Skills is determined by the number of enrolments we have on the course. Locations for face-to-face workshops are London and Manchester in May and December with the possible addition of Bristol and Leeds in May.

