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the legal profession

# Booking form

## LL.M in Professional Legal Practice

## LL.M in International Legal Practice

Please complete this form in BLOCK CAPITALS and return it with your method of payment to The College of Law, Admissions (LL.M), Braboeuf Manor, Portsmouth Road, Guildford, Surrey, GU3 1HA, United Kingdom

To ensure that your booking can be processed in time for your chosen start date, please ensure that all sections of this form are completed fully.

### Personal information

Title\* \_\_\_\_\_ Surname\* \_\_\_\_\_

Previous surname (if applicable) \_\_\_\_\_

First name(s)\* \_\_\_\_\_ Preferred name \_\_\_\_\_

Male  Female  Date of birth (dd/mm/yy)\* \_\_\_\_/\_\_\_\_/\_\_\_\_ Nationality \_\_\_\_\_

Country of residence \_\_\_\_\_

Correspondence address (materials will be dispatched to this address)\*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_.Postcode (UK only) \_\_\_\_\_

Country\* \_\_\_\_\_

E-mail address for correspondence\* \_\_\_\_\_

Contact telephone number (including international dialling code)\* \_\_\_\_\_

Mobile telephone number (including international dialling code) \_\_\_\_\_

\*MANDATORY FIELD

If you have any special needs, please specify below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Proficiency in English language

The course is taught in English. The recommended minimum level of competence required is the ability to gain a score of 7.5 in all sections of the relevant tests administered by the International English Language Testing Service (IELTS).

Please tick to confirm that you have understood this

## Programme regulations

For immediate admission to the LL.M you must hold one of the following. We also advise, where your degree is not in a law discipline, that you should have a grounding in common law.

Please tick below as appropriate and then specify the details of your qualification where indicated:

- I hold a:  UK undergraduate degree  
 GDL (Graduate Diploma in Law)  
 LPC (Legal Practice Course)  
 BVC (Bar Vocational Course)  
 Equivalent international degree

Please specify qualification details below (if you hold more than one of the above please specify details of the highest level qualification):

University or institution: \_\_\_\_\_

Subject studied: \_\_\_\_\_ Year passed: \_\_\_\_\_ Result/classification: \_\_\_\_\_

**Prior to the award of your LL.M we may ask for proof of your qualification. The College of Law reserves the right to refuse the award of your LL.M if this requirement is not met.**

**If you do not hold one of the above qualifications, you MUST contact us for further advice. Please e-mail us at [llm@lawcol.co.uk](mailto:llm@lawcol.co.uk)**

## Module and enrolment details

### SECTION A

Please select from the following options to confirm how much of your LL.M you wish to enrol for with this booking.

Please note that these fees are exempt from VAT.

<input type="checkbox"/> <b>Full LL.M</b> 180 M level credits. Six modules plus the final assignment. <i>[Please tick <b>SIX</b> modules from the choices in Section B overleaf]</i>	<b>£10,250</b>
<input type="checkbox"/> <b>Post-graduate certificate</b> Your first 60 M level credits only. Your first three modules. <i>[Please tick <b>THREE</b> modules from the choices in Section B overleaf]</i>	<b>£4,050</b>
<input type="checkbox"/> <b>Post-graduate diploma</b> Your second 60 M level credits only. Your second three modules. <i>[Please tick <b>THREE</b> modules from the choices in Section B overleaf]</i>	<b>£4,050</b>
<input type="checkbox"/> <b>Individual modules</b> <i>[Please choose your modules in Section B overleaf]</i>	<b>£1,495 per module</b>
<input type="checkbox"/> <b>Final assignment only</b> <b>NB: Only select this option if you already have 120 M level credits with the College.</b> <i>[Please ignore Section B overleaf]</i>	<b>£2,150</b>
<input type="checkbox"/> <b>IBA International Practice Diploma awards</b> If you have studied an IBA International Practice Diploma (IPD) module in the past, and The College of Law LL.M programme offers the same module as an LL.M module, then you may convert the IPD module into LL.M credits counting towards the award of your LL.M. Such a conversion is available at just £750 per module (you will still have to study that module in its entirety though). You may not apply for conversion modules if the IBA IPD modules you have studied are not offered as part of The College of Law's LL.M programme. <i>[Please choose the modules you wish to convert in Section B overleaf]</i>	<b>£750 per unit</b>

## Supervised online modules

	July 2010	January 2011	July 2011
Business, finance and the legal services market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IBA international intellectual property practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IBA international commercial legal practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IBA international public companies practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IBA international mergers and acquisitions practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IBA international capital markets and loans practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IBA international antitrust practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IBA international business organisations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IBA international arbitration practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IBA international joint ventures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We recommend that you study no more than four supervised online modules at once (if studying full-time), two modules at once (if combining study with part-time work) or one module (if combining study with full-time work).

## Blended learning modules - Booking for March 2011 modules is not yet open.

March 2011	
Acquisitions	<input type="checkbox"/>
Advanced criminal practice	<input type="checkbox"/>
Advanced property law and practice	<input type="checkbox"/>
Banking and debt Finance	<input type="checkbox"/>
Commercial dispute resolution	<input type="checkbox"/>
Commercial law	<input type="checkbox"/>
Employment law and practice	<input type="checkbox"/>
Family law	<input type="checkbox"/>
Housing law and practice	<input type="checkbox"/>
Insurance law	<input type="checkbox"/>
Personal injury and clinical negligence litigation	<input type="checkbox"/>
Private client: wills, trusts and estate planning	<input type="checkbox"/>
Public companies and equity finance	<input type="checkbox"/>
Welfare benefits and immigration law	<input type="checkbox"/>

Please select the College of Law centre where you wish to attend the face-to-face tuition component of this module(s).

Birmingham       Chester       Guildford       London       Manchester       York

Please select when you wish to attend the face-to-face tuition component of this module(s).

- Weekdays** (available at all of the above centres)  
(we recommend that you study no more than three weekday modules at once.)
- Weekday evenings** (only available in Birmingham and London)  
(we recommend that you study no more than two evening modules at once.)
- Weekends** (available at all of the above centres)  
(we recommend that you study no more than one weekend module at once.)

## Booking summary

Number of modules selected: \_\_\_\_\_

Total cost of modules selected: £ \_\_\_\_\_

Order total £ \_\_\_\_\_

## Payment details

Please note that full payment **MUST** be received by us and funds cleared before your booking is confirmed. Please select one of the following payment options:

Please charge my CREDIT/DEBIT CARD with an amount of £ \_\_\_\_\_ (please complete details below)

Card type:  Visa  Mastercard  Maestro  Other (please specify) \_\_\_\_\_

Please note that we do not accept AMEX, Diners Club or Mastercard/Visa Business

Card number: \_\_\_\_\_

(longest on front of card)

Security code:

(last three digits on reverse of your card)

Valid from: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issue number (Maestro only): \_\_\_\_\_

Cardholder name: \_\_\_\_\_

Card billing address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I would like to arrange a payment of £ \_\_\_\_\_ via **BANK TRANSFER**. Upon receipt of this booking form we will e-mail you with details of how to pay this way. Bank transfer payments from UK bank accounts may take up to five days to clear. Payments from non-UK bank accounts may take up to 10 days to clear. Please note that you will be liable for any bank charges that may apply.

I enclose a CHEQUE for £ \_\_\_\_\_ made payable to 'The College of Law'. All cheques must be from a sterling bank account.

## Terms and conditions

### 1. General

- **Payment:** Fees must be paid in full upon booking and subject to Section 4 below, are non-refundable. A booking can only be confirmed when cleared payment is received.
- **Copyright:** The copyright of all course materials remains that of The College of Law of England and Wales. Such materials may not be re-produced either in whole or in part, by any method whatsoever, without prior permission having been given in writing by The College of Law. Once supplied, course materials become the personal property of the student to whom they are issued and may not be used by any other person.
- **Currency of course materials:** All course materials are valid for one year from 1 January. If you defer a module for more than a six-month period, you will be required to purchase the updated course material.
- **Timings:** Whilst the College will try to adhere to the published programme, we reserve the right to make changes or to cancel a programme if this becomes necessary. Any changes will be notified in advance.
- **Prices:** Fees and charges are correct at time of going to press - February 2010. Prices are valid for all bookings up until the end of July 2010.
- **Availability:** All places offered are subject to availability and demand.
- **Confirmation:** You will receive written confirmation of your booking.
- **Special needs:** The College cannot be held responsible for failing to cater for any special needs unless you notify us in writing upon booking.

### 2. Early booking

- All places are limited and early booking is recommended.
- Once the maximum number of students is reached for a particular module, we will not be able to accept any further bookings for that module.

### 3. Examinations, coursework and assignments

- **Jurisdiction:** Any legal proceedings, whether in contract or otherwise, arising out of, or in connection with this booking shall be subject to the exclusive jurisdiction of the courts of England.
- **Contract:** Any contract between you and the College shall be governed by the law of England.
- **Intellectual property:** Any examination paper written by the student and/or recordings made shall be the property of the College and by signing this booking form, you waive any intellectual property right in such items.
- **Applicable law:** On the blended learning modules you will be examined on the law as it is in force on the day of the examination. On the supervised online learning modules, your assignment must reflect the law as it is on the date the assignment is made available to you. It is your responsibility to make sure your knowledge and study materials are up-to-date.

### 4. Cancellations, deferrals and intermissions

- **By the student:** Following your booking there is an 11-day 'cooling off' period during which you may cancel the contract. Provided such cancellation occurs within 11 days from the date of your course booking, the College will refund any fees paid. If you cancel after the 11-day period, all fees are non-refundable. To request a deferral to the next intake once enrolled onto a module, please e-mail [llm@lawcol.co.uk](mailto:llm@lawcol.co.uk) no later than two weeks from the module start date. If as a result of exceptional circumstances you cannot complete a module and wish to request an intermission to start at the same point on the next intake, please e-mail [management-llm@lawcol.co.uk](mailto:management-llm@lawcol.co.uk). A fee of £250 will be charged for each intermission and is subject to approval by the Course Director.
- **By the College:** In the unlikely event that we have to cancel, the course fee will be reimbursed but the College shall incur no further liability.

### 5. Data protection

- The College needs to hold certain personal information about its students. Information will be held in accordance with the Data Protection Act 1998 and the College's Data Protection Policy.
- For further details of the Data Protection policy and Data Protection declaration, please visit our website at [www.college-of-law.co.uk](http://www.college-of-law.co.uk)
- Agreement to the processing of personal data is a condition of acceptance onto any course.
- By booking onto a course, you signify your agreement to this processing and use of your personal data.

### 6. Acceptance of terms and conditions

- Your booking cannot be accepted if you do not agree to the above terms and conditions.

#### DECLARATION

I acknowledge that I have read and accept the terms and conditions set out on this booking form, and that the statements I have made above are true to the best of my knowledge, information and belief.

Signed: X \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to:

**The College of Law, Admissions (LL.M), Braboeuf Manor, Portsmouth Road, Guildford, Surrey, GU3 1HA, UK**

#### PC specification and players

Please visit [www.college-of-law.co.uk](http://www.college-of-law.co.uk) for information on the PC requirements for running College of Law software. Please note that our software is not compatible with Apple Macintosh computers. If you need advice on the suitability of your existing equipment, please e-mail [it.servicedesk@lawcol.co.uk](mailto:it.servicedesk@lawcol.co.uk)

#### Contacting us

**If you have any queries please visit [www.college-of-law.co.uk](http://www.college-of-law.co.uk),  
e-mail [llm@lawcol.co.uk](mailto:llm@lawcol.co.uk) or call Admissions on 0800 328 0153 (UK) or +44 (0)1483 216500**

The College of Law, Braboeuf Manor, Portsmouth Road, St Catherines, Guildford, Surrey GU3 1HA