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the legal profession

# LL.M in Professional Legal Practice

# LL.M in International Legal Practice

## BOOKING FORM

Please complete this form in BLOCK CAPITALS and return it with your method of payment to The College of Law, Customer Contact Centre (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 informaton

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 dialing code) \_\_\_\_\_

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

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

## Professional information

Practice area \_\_\_\_\_

Year of qualification \_\_\_\_\_ Jurisdiction of qualification \_\_\_\_\_

Are you an International Bar Association (IBA) member? Yes / No

Do you wish to claim Continuing Professional Development (CPD) hours for your LL.M study? Yes / No

Name of current employer \_\_\_\_\_

Position held \_\_\_\_\_

## 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  Equivalent international degree  GDL (Graduate Diploma in Law)  
 LPC (Legal Practice Course)  BVC (Bar Vocational Course)

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

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>£9,500</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>£3,750</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>£3,750</b>
<input type="checkbox"/> <b>Individual modules</b> <i>[Please choose your modules in Section B overleaf]</i>	<b>£1,395 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>£2,000</b>
<input type="checkbox"/> <b>IBA International Practice Diploma awards</b> You can convert existing IBA International Practice Diploma awards into full LL.M modules. A full LL.M module will need to be undertaken but to recognise your prior study, these conversion units are available for just £750 per module. <i>[Please choose the modules you wish to convert in Section B overleaf]</i>	<b>£750 per unit</b>

## Module and enrolment details (continued)

### Study materials

Your study pack will be sent to you no earlier than 20 days before the publicised start date of your module. This will include access to your on-line induction and guidance notes. All materials will be despatched by courier. Please add an additional £10 per module (for delivery to the UK) or £40 per module (for delivery overseas).

## SECTION B

Please select the modules that you wish to enrol for with this booking form and check that this corresponds with the option(s) you selected in Section A (previous page).

### Supervised on-line modules

	July 08	Jan 09	July 09
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"/>
IBA international capital markets and loans practice		<input type="checkbox"/>	<input type="checkbox"/>
IBA international antitrust practice			<input type="checkbox"/>
IBA international business organisations			<input type="checkbox"/>
IBA international joint ventures			<input type="checkbox"/>

Please check our website for information about when our other supervised on-line modules will be available.

We recommend that you study no more than four supervised on-line 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

	March 09
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  York

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

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

## Booking summary

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

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

Total courier charge (£10 per module for delivery to the UK or £40 per module for delivery overseas): £ \_\_\_\_\_

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:

I enclose a CHEQUE for £ \_\_\_\_\_ made payable to 'The College of Law'. All cheques must be from a sterling bank account and will take five working days to clear.

Please charge my CREDIT/DEBIT CARD with an amount of £ \_\_\_\_\_

Card Type:  Visa  Mastercard  Switch

Card number:

Security code:

(last three digits of the security code on the reverse of your credit/debit card.)

Valid from: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issue Number (Switch 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.

## Supplementary information

### Reasons for starting your LL.M:

(Please tick all that apply)

- Opportunity for career progression
- Vocational/professional nature of the course
- Availability of supervised on-line modules
- Range of modules on offer
- Flexibility of modular course design
- Reputation of The College of Law
- Reputation of the International Bar Association
- Internationally recognised qualification

### How did you first find out about The College of Law LL.M?

- The College of Law website
- International Bar Association website
- Other website (including advertising on websites)
- Advert for the LL.M - please specify \_\_\_\_\_
- Employer
- Article in the legal press
- Colleague referral
- E-mail from The College of Law
- Other - please specify \_\_\_\_\_

Have you studied with The College of Law before? Yes / No

## Terms and conditions

### General

- **Payment:** Fees must be paid in full upon booking and 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. Such materials may not be 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 a candidate defers their module for more than a six month period, they 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 - May 2008. Prices are valid for all bookings up until the end of December 2008.
- **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.

### Early booking

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

### Examinations, course work 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 of Law of England and Wales shall be governed by the law of England.
- **Intellectual property:** Any examination paper written by the candidate and/or recordings made shall be the property of The College of Law of England and Wales and by signing this booking form, you waive any intellectual property right in such.
- **Applicable law:** You will be examined on the law as it is in force on the day of the examination. It is your responsibility to make sure your knowledge and study materials are up-to-date.

### Cancellation

- **By the candidate:** 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 for any reason you cannot complete a module and wish to request an intermission to start at the same point on the next intake, please e-mail [llm@lawcol.co.uk](mailto:llm@lawcol.co.uk). A fee of £250 will be charged for each intermission.
- **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.

### Data protection

- The College of Law needs to hold certain personal information about its candidates. 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.

### 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 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, Customer Contact Centre (LLM), Braboeuf Manor, Portsmouth Road, Guildford, Surrey, GU3 1HA, UK**

### Suggested PC specification and recommended browsers:

Please note that we recommend the following minimum specification to run our software:

- PC running Windows 2000 or later
- Minimum of 256MB RAM
- Cable/DSL broadband connection to the Internet
- 1100 MHz processor
- Internet Explorer version 6 and above.

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.helpdesk@lawcol.co.uk](mailto:it.helpdesk@lawcol.co.uk)

## Contacting us

If you have any queries please see our website [www.college-of-law.co.uk/LLM](http://www.college-of-law.co.uk/LLM),  
e-mail [llm@lawcol.co.uk](mailto:llm@lawcol.co.uk), or call our Customer Contact Centre on +44 (0)1483 216126