

## Payment details

Please book me onto the following detailed below:

- 1 Full payment must be received prior to commencement of the first module/course.
- 2 College of Law Services Ltd. will invoice you/your firm once we receive your booking form if payment is not settled upon application, standard 30 day invoicing terms will apply.

**You must enclose payment if your course is to start within 6 weeks.**

### PAYMENT OPTIONS

Payment £ \_\_\_\_\_ being made via BACS

National Westminster Bank Plc, Law Courts, Temple Bar Branch, Sort Code 60-80-08,  
Account number 15628426 in the name of **College of Law Services Ltd.**

Cheque £ \_\_\_\_\_ enclosed made payable to **College of Law Services Ltd.**

Please invoice my firm once this booking has been processed

Contact details for invoice: \_\_\_\_\_  
(If person to invoice is different from that given in the Training Partner/Manager contact details section.)

Credit/Debit card

Charge £ _____ to my	<input type="checkbox"/> Visa Card	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Switch
Card no. _____			
Valid from _____	Expiry date _____	Issue no. (Switch only) _____	
Cardholder _____			
Date _____	Signature _____		

## Terms & Conditions

- 1 College of Law Services Ltd. reserves the right to change or cancel its training sessions.
- 2 Prices are correct at time of going to press 07/07 and are valid until 31/07/08. College of Law Services Ltd. reserves the right to change the course fees.
- 3 If all or part of the course applied for is taken in London, the higher London rate will apply.
- 4 All courses are subject to availability and demand.
- 5 Lunch, travel and accommodation are not included in the price of the course. Delegates are responsible for arranging their own accommodation.
- 6 College of Law Services Ltd. reserves the right to charge a fee to cover administration expenses if the rearrangement of any part of the course is required less than 30 days of a course/session (including a face-to-face session or examination). The fee is currently £40 +VAT per day for PSC courses and £60 +VAT per day for Higher Rights courses.
- 7 You will receive a written confirmation of your booking. Joining instructions will be forwarded prior to the start of each of your courses.
- 8 All cancellations must be made 30 complete days prior to the start of the course. If a booking is cancelled within the 30 days or if you fail to attend the course, the full course fee will be charged. Cancellations must be made in writing and will be acknowledged by College of Law Services Ltd. Cancellations will not be valid unless proof of acknowledgement is held. All fees are non-refundable.
- 9 The College cannot be held responsible for failing to cater for any special needs unless you notify us in writing upon application.
- 10 **Please note:** if you have not signed to accept our terms and conditions, your booking form will not be accepted.

**I accept the Terms and Conditions detailed herein.**

Signature _____
Date _____

## Contact details

For dates, details and availability of public PSC courses, please visit our website at [www.college-of-law.co.uk](http://www.college-of-law.co.uk), or contact us on:  
**01483 216216**, or e-mail [PSC@lawcol.co.uk](mailto:PSC@lawcol.co.uk)

**Please return this form to:**

Customer Centre, College of Law Services Ltd., Braboeuf Manor, Portsmouth Road, St Catherines, Guildford, Surrey GU3 1HA DX:2400 Guildford

### 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 enrolling on an examination or tuition course you signify your agreement to this processing.

From time to time we may wish to use your details for marketing purposes and to keep you up to date about products and services that we consider may be of interest to you. If you do not wish us to do so, please write to the Marketing Department, The College of Law, Braboeuf Manor, Portsmouth Road, Guildford, Surrey GU3 1HA (or DX 2400 Guildford).

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# Professional Skills Course

## Booking form 2007/2008

Please complete in BLOCK CAPITALS and photocopy if you require more than one form.

### Your details

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Telephone no: \_\_\_\_\_ Fax no: \_\_\_\_\_

### Firm's details

Employer's name: \_\_\_\_\_  
 Employer's address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ DX address: \_\_\_\_\_  
 Telephone no: \_\_\_\_\_ Fax no: \_\_\_\_\_  
 Training contract start date: \_\_\_\_\_ End date: \_\_\_\_\_

### Training Partner/Manager contact name

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_  
 Position: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Special requirements

Special requirements (e.g. due to physical disability, dyslexia etc.)  Yes (If YES, please attach full details of your needs, together with supporting medical/other evidence)  No

SRA Registration No: \_\_\_\_\_

Are you entitled to any exemptions by the SRA?  Yes (If YES, please attach full details)  No

Are you FILEX or a Magistrates' Courts clerk?  Yes  No

Did you complete your LPC with The College of Law?  Yes  No

If NO, where? \_\_\_\_\_

Why did you choose The College of Law for PSC? \_\_\_\_\_

Where did you hear about The College of Law's PSC?

Studied at the College   
 The College of Law's website   
 Training Partner   
 Mailing   
 Solicitors Regulation Authority (SRA)   
 Word of mouth   
 Other, please specify: \_\_\_\_\_

**Advert** **Advert code\***

Law Society's Gazette  \_\_\_\_\_  
 Legal Week  \_\_\_\_\_  
 The Lawyer  \_\_\_\_\_  
 The Times  \_\_\_\_\_  
 TSG Life  \_\_\_\_\_  
 Other, please specify: \_\_\_\_\_

FOR OFFICE USE ONLY	
Course	<input type="text"/>
Price	<input type="text"/>
Date Received	<input type="text"/>
Date Entered	<input type="text"/>
Inv. No.	<input type="text"/>

\*The 'advert code' can be found on the original advert in the bottom left corner

## PSC Programme

You may book PSC core modules and electives separately or as a block at the same time. Block booking will allow you to take advantage of a significant saving. Please note that you are not required to specify all dates for the courses you require or your choice of electives at the time of initial booking if you book in a block, giving you the flexibility to attend when you wish during your training contract.

### London

#### PSC Full Programme

<input type="checkbox"/> Core Modules & Electives (24 hours)	£1,395 + VAT = £1,639.13
<input type="checkbox"/> Core Modules & Accounts	£1,395 + VAT = £1,639.13
<input type="checkbox"/> PSC Core + Higher Rights Academic & Advocacy Stage	£2,695 + VAT = £3,166.63
<input type="checkbox"/> PSC Core + Higher Rights Academic Stage only	£1,700 + VAT = £1,997.50

#### PSC Core Modules

<input type="checkbox"/> All Core Modules	£1,100 + VAT = £1,292.50
<input type="checkbox"/> Financial & Business Skills only	£ 415 + VAT = £ 487.63
<input type="checkbox"/> Advocacy & Communication Skills only	£ 515 + VAT = £ 605.13
<input type="checkbox"/> Client Care & Professional Standards only	£ 330 + VAT = £ 387.75
<input type="checkbox"/> Accounts	£ 550 + VAT = £ 646.25

#### PSC Electives

<input type="checkbox"/> All Electives (24 hours)	£ 500 + VAT = £ 587.50
<input type="checkbox"/> Single Elective (6 hours)	£ 185 + VAT = £ 217.38

### Other locations

#### PSC Full Programme

<input type="checkbox"/> Core Modules & Electives (24 hours)	£1,330 + VAT = £1,562.75
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#### PSC Core Modules

<input type="checkbox"/> All Core Modules	£1,030 + VAT = £1,210.25
<input type="checkbox"/> Financial & Business Skills only	£ 395 + VAT = £ 464.13
<input type="checkbox"/> Advocacy & Communication Skills only	£ 490 + VAT = £ 575.75
<input type="checkbox"/> Client Care & Professional Standards only	£ 315 + VAT = £ 370.13

#### PSC Electives

<input type="checkbox"/> All Electives (24 hours)	£ 475 + VAT = £ 558.13
<input type="checkbox"/> Single Elective (6 hours)	£ 175 + VAT = £ 205.63

#### Local Government

<input type="checkbox"/> Local Government PSC (Core & Electives)	£1,330 + VAT = £1,562.75
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## Booking details

Please book me onto the following (please refer to the online timetable at [www.college-of-law.co.uk](http://www.college-of-law.co.uk), or the paper copy enclosed within the information pack):

	Date(s)	Class code	Location
<b>Core Modules</b>			
Advocacy & Communication Skills	_____	_____	_____
Client Care & Professional Standards*	_____	_____	_____
Financial & Business Skills	_____	_____	_____
<b>Electives</b>			
Name of Subject			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Accounts</b>			
_____	_____	_____	_____
<b>Higher Rights</b>			
Development Route			
Academic Stage	_____	_____	_____
Advocacy Stage	_____	_____	_____

\*Solicitors Regulation Authority regulations state that any trainee who starts a training contract from 1 March 2005 can start but **not complete** the **Client Care & Professional Standards** core module until the trainee has completed **at least 6 months** (full-time or full-time equivalent) in a training contract.

And don't forget - you can also book online  
[www.college-of-law.co.uk](http://www.college-of-law.co.uk)