

# Qualified Lawyers Transfer Test

## Booking form for members of the Law Society International Division and Dubai Corporate Counsel Group 2009/10

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

### Your details

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Date of birth: \_\_\_\_\_

E-mail: \_\_\_\_\_ Daytime telephone no: \_\_\_\_\_

Mobile no: \_\_\_\_\_ (in case of emergency only) Fax no: \_\_\_\_\_

Home address: \_\_\_\_\_

Town: \_\_\_\_\_ County/state: \_\_\_\_\_

Post/zip code: \_\_\_\_\_ Country: \_\_\_\_\_

Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Town: \_\_\_\_\_ County/state: \_\_\_\_\_

Post/zip code: \_\_\_\_\_ Country: \_\_\_\_\_

Employer's e-mail address: \_\_\_\_\_

Please send receipt to:  My employer  Me Please send study material to:  My office  My home

Please note: course materials are bulky and delivery may require a signature. We therefore recommend that you have the study pack(s) delivered to your office address if possible.

### 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

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

**IMPORTANT: Have you enclosed a photocopy of your Certificate of Eligibility issued by the Solicitors Regulation Authority (SRA)? (Please note that you will not be allowed to sit any Tests if the College has not received a copy of your certificate prior to the Test date).**

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"/>

## Booking details – individual options

Please tick the individual study and Test options you would like to book. Please note that all candidates booking Test sittings must tick and pay the registration fee under 'Registration fee' overleaf.

**As a member of the Law Society International Division or Dubai Corporate Counsel Group, you can benefit from a special price of £200 when booking a QLTT revision session and Test together (see below). This offer applies to Heads I - III and represents a saving of £115 compared to booking the items separately. Please note that candidates taking advantage of this special price will still need to pay the registration fee (see over).**

Once you have selected your options, please enter the total amount (including registration fee if relevant) under 'Booking summary' overleaf. You must also confirm your chosen course dates in the 'Course information' section where relevant (see page 4).

Please see overleaf to book our inclusive study packages.

### Property (Probate and Conveyancing) – Head I

<input type="checkbox"/> Weekend tuition (includes distance learning materials)	£750
<input type="checkbox"/> Distance learning	£390*
<input type="checkbox"/> Revision session	£210
<input type="checkbox"/> Online revision tool (6 months access)	£225
<input type="checkbox"/> Mock Test (February, June and October only)	£125
<input type="checkbox"/> Test – London	£105
<input type="checkbox"/> <b>Revision session and Test SPECIAL PRICE</b>	<b>£200</b>

### Litigation (Civil) – Head II

<input type="checkbox"/> Weekend tuition (includes distance learning materials)	£525
<input type="checkbox"/> Distance learning	£390*
<input type="checkbox"/> Revision session	£210
<input type="checkbox"/> Online revision tool (6 months access)	£225
<input type="checkbox"/> Mock Test (February, June and October only)	£125
<input type="checkbox"/> Test – London	£105
<input type="checkbox"/> <b>Revision session and Test SPECIAL PRICE</b>	<b>£200</b>

### Litigation (Criminal) – Head II

<input type="checkbox"/> Distance learning	£390*
<input type="checkbox"/> Test – London	£105

### Professional Conduct and Accounts – Head III

<input type="checkbox"/> Weekend tuition (includes distance learning materials)	£750
<input type="checkbox"/> Distance learning	£390*
<input type="checkbox"/> Revision session	£210
<input type="checkbox"/> Online revision tool (6 months access)	£225
<input type="checkbox"/> Mock Test	£125
<input type="checkbox"/> Test – London	£105
<input type="checkbox"/> Test – Mumbai (April and October only)	£105
<input type="checkbox"/> Test – New Delhi (April and October only)	£105
<input type="checkbox"/> Test – Sydney (April and October only)	£105
<input type="checkbox"/> Test – Hong Kong (April and October only)	£105
<input type="checkbox"/> <b>Revision session and Test SPECIAL PRICE</b>	<b>£200</b>

### Principles of Common Law – Head IV

<input type="checkbox"/> Weekend tuition (includes distance learning materials)	£525
<input type="checkbox"/> Distance learning	£320*
<input type="checkbox"/> Revision session	£210
<input type="checkbox"/> Online revision tool (6 months access)	£225
<input type="checkbox"/> Test – London (oral examination)	£260

\*All distance learning materials will be couriered to you free of charge

## Booking details – packages

Please tick the inclusive packages you would like to book. Please note that all candidates booking inclusive packages must tick and pay the registration fee under 'Registration fee' below.

Once you have selected your chosen package(s), please enter the total amount (including registration fee) under 'Booking summary' below. You must also confirm your chosen course dates in the 'Course information' section where relevant (see overleaf).

### Distance learning package – save 20% on booking individual elements

This package includes:

- Distance learning (all materials couriered free of charge)
- Online revision tool (6 months access)
- Access to specimen Test (Heads I – III only)
- Mock Test (Heads I – III only)
- Access to QLTT Helpdesk
- Test in London (unless otherwise stated – see below)

- |  |      |
|--|------|
| <input type="checkbox"/> Property (Probate and Conveyancing) – Head I* | £675 |
| <input type="checkbox"/> Litigation (Civil) – Head II*                 | £675 |
| <input type="checkbox"/> Professional Conduct and Accounts – Head III  | £675 |

Please select Head III Test location:

- |   |      |
|---|------|
| <input type="checkbox"/> London                             |      |
| <input type="checkbox"/> Mumbai (April and October only)    |      |
| <input type="checkbox"/> New Delhi (April and October only) |      |
| <input type="checkbox"/> Sydney (April and October only)    |      |
| <input type="checkbox"/> Hong Kong (April and October only) |      |
| <input type="checkbox"/> Principles of Common Law – Head IV | £645 |

### Face-to-face package – save 20% on booking individual elements

This package includes:

- Weekend tuition in London
- Revision session in London
- Access to specimen Test (Heads I – III only)
- Mock Test (Heads I – III only)
- Access to QLTT Helpdesk
- Test in London (unless otherwise stated – see below)

- |  |      |
|--|------|
| <input type="checkbox"/> Property (Probate and Conveyancing) – Head I* | £950 |
| <input type="checkbox"/> Litigation (Civil) – Head II*                 | £770 |
| <input type="checkbox"/> Professional Conduct and Accounts – Head III  | £950 |

Please select Head III Test location:

- |   |      |
|---|------|
| <input type="checkbox"/> London                             |      |
| <input type="checkbox"/> Mumbai (April and October only)    |      |
| <input type="checkbox"/> New Delhi (April and October only) |      |
| <input type="checkbox"/> Sydney (April and October only)    |      |
| <input type="checkbox"/> Hong Kong (April and October only) |      |
| <input type="checkbox"/> Principles of Common Law – Head IV | £795 |

### Fast-track route – complete your training in just seven days

This route is available for the April, August and December sittings of Head III. Training takes place in London over seven consecutive days. The package includes:

- Two days of face-to-face tuition
- Access to online revision tool
- Access to specimen Test
- Face-to-face mock Test
- Access to QLTT Helpdesk
- Test

- |   |        |
|---|--------|
| <input type="checkbox"/> Professional Conduct and Accounts – Head III | £1,000 |
|---|--------|

\* Please note that mock Tests for Heads I and II are only available in February, June and October

## Registration fee

This fee covers three Test sittings and must be paid by all candidates booking Test sittings - including those booking inclusive packages and those taking advantage of the special price for members of the Law Society International Division and Dubai Corporate Counsel Group.

- |  |      |
|--|------|
| <input type="checkbox"/> Registration fee (covers three Test sittings) | £290 |
|--|------|

## Booking summary

Please calculate the total price of the study options you are booking on this occasion. Please ensure that you include the £290 registration fee if relevant.

Order total: \_\_\_\_\_

## Course information

Please book me onto the following courses (please refer to our online timetable for course details - [www.college-of-law.co.uk/qltt](http://www.college-of-law.co.uk/qltt)):

Please note that this section must be completed by all candidates where relevant.

	Date(s)	Course Code	Location
<b>Property (Probate and Conveyancing) – Head I</b>			
Weekend tuition	_____	_____	_____
Revision session	_____	_____	_____
Online revision tool (6 months access)	_____	_____	Not applicable
Mock Test	_____	_____	Not applicable
Test	_____	_____	_____
<b>Litigation (Civil) – Head II</b>			
Weekend tuition	_____	_____	_____
Revision session	_____	_____	_____
Online revision tool (6 months access)	_____	_____	Not applicable
Mock Test	_____	_____	Not applicable
Test	_____	_____	_____
<b>Litigation (Criminal) – Head II</b>			
Test	_____	_____	_____
<b>Professional Conduct and Accounts – Head III</b>			
Weekend tuition	_____	_____	_____
Revision session	_____	_____	_____
Online revision programme (6 months access)	_____	_____	Not applicable
Mock Test	_____	_____	Not applicable
Test	_____	_____	_____
Fast-track route	_____	_____	_____
<b>Principles of Common Law – Head IV</b>			
Weekend tuition	_____	_____	_____
Revision session	_____	_____	_____
Online revision tool (6 months access)	_____	_____	Not applicable
Test	_____	_____	_____

You can also book and pay for your QLTT tuition and tests online:

**[www.college-of-law.co.uk/qltt](http://www.college-of-law.co.uk/qltt)**

## Enclosures

Please enclose the following with your completed booking form:

- **A photocopy of your Certificate of Eligibility issued by the SRA. Please note that you will not be allowed to sit any Tests if the College has not received a copy of your certificate prior to the Test date.**
- Any supporting documentation relating to special needs if applicable.

## 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 £ \_\_\_\_\_ (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: \_\_\_\_\_

Security code:

(longest on front of card)

(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.

## Terms and conditions

### General

- Enrolment for a tuition or revision session does not constitute enrolment for the examination itself.
- **Payment:** Fees must be paid in full upon enrolment and are non-refundable. A booking can only be confirmed when payment is received.
- 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.
- The course materials are reviewed/updated annually and are valid for one year from 1 July and running through to 30 June the next year. If a candidate purchases material before 30 June and then needs to sit/resit after 1 July, they will be required to purchase the updated course material. Any major changes in legislation and/or regulations will be included in a separate update distributed to candidates. It is the responsibility of the candidate to track and monitor minor changes.
- Access to the online revision tool is for six months only, from date of purchase.
- The dates, time and venues of the exam, tuition and revision sessions are provisional. 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 are correct at time of going to press - August 2009. Prices are valid for all sittings up until the end of July 2010.
- All places offered on the tuition, revision sessions and Test are subject to availability and demand.
- You will receive written confirmation of your booking. Joining instructions will be forwarded approximately seven days prior to the start of the tuition, revision session or Test.

### Early booking

Tuition, revision sessions and Test: Places are limited and early booking is recommended. Once the maximum number of candidates is reached for a particular session, we will not be able to accept any further bookings for that session.

### Test entry

- Any legal proceedings, whether in contract or otherwise, arising out of, or in connection with, an application to sit the Test shall be subject to the exclusive jurisdiction of the courts of England.
- Any contract between you and The College of Law of England and Wales shall be governed by the law of England.
- Any examination paper written by the candidate and/or recordings made at the Head IV (Oral) Test 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.
- The College of Law will discharge its obligations in relation to the provision of any advance information or materials relating to the Test by sending the relevant information or material to the candidate by first class mail/airmail at the address specified by the candidate on their application form under the heading 'Please send study material to:'. No appeal against a decision of the Examination Board will lie on the grounds that the information or material was/were not received by the candidate.
- **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.
- **Registration fee:** The registration fee of £290 allows you to sit at three sittings.

### Cancellation

**By the candidate:** All fees are non-refundable. If you fail to attend any tuition, revision sessions or Test for which an enrolment has been made, the full fee will be charged.

**By the College:** In the unlikely event that we have to cancel, an alternative date will be offered, but the College shall incur no further liability.

### Deferral

To postpone one or more Heads of the Test, The College of Law must be notified in writing at least 10 working days before the date of the examination.

A partial credit reflecting the difference between the fees paid and the fees due for any Heads taken in that sitting will be carried over against an enrolment by the same candidate for the next Test sitting. The fee to be carried forward will be confirmed in writing. A new application for the next Test to be entered must be submitted, together with the balance of the fee before the Test deadline.

### 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.

### Acceptance of terms and conditions

Your booking cannot be accepted if you have not signed to accept the above terms and conditions.

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

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

## Contact details

Contact us on **01483 216216** or e-mail [qltt@lawcol.co.uk](mailto:qltt@lawcol.co.uk)

### Please return this form to:

The Customer Contact Centre, The College of Law, Braboeuf Manor, Portsmouth Road, St Catherines, Guildford, Surrey, GU3 1HA, United Kingdom  
DX:2400 Guildford

[www.college-of-law.co.uk/qltt](http://www.college-of-law.co.uk/qltt)

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