

Central Law Training – IAAS A Law Society Accredited Scheme

Bookings Terms and Conditions

1. Booking Process

- 1.1 Download a registration form from the website, complete it confirming the date(s) and preferred location(s) of the assessments and return it to CLT ensuring that you have either fully completed the payment details section or attached a cheque for the correct amount made payable to Central Law Training Ltd. Failure to correctly complete the form, provide payment or payment details will lead to a delay in processing your booking.
- 1.2 Registration fees are detailed on the registration form.
- 1.3. Bookings will not be processed until payment has been received.
- 1.4 Where a booking is paid for by a candidate's employer, the candidate and the firm are jointly and severally liable for payment of all fees due to CLT.

If you have any difficulties please contact the Accreditation Department on 0121 362 7526 or email immigration@centlaw.com

- 1.5. Upon return of a fully completed registration form and payment you will receive a letter confirming the dates and locations of the test(s).
- 1.6 Once a booking has been confirmed to cancel or transfer refer to [CLT's Transfers and Cancellation Policy](#).

2. Disabilities/Special Needs Applications

2.1 Providing information

Candidates with a disability must inform CLT about their disability by providing details of it on the booking form. This information will be recorded on CLT's central booking system and on CLT's tracking spreadsheet. Information provided will be used solely to deal with your special needs request and to provide statistics to the SRA (all details are anonymised) of the type of special needs requests received and how it has been catered for.

Candidates must provide CLT, at least **20 working days** prior to the training/assessment, with medical evidence, not more than 12 months old, and/or other suitable evidence in support of their application which should:

- Outline his/her disability;
- Set out the reasonable adjustments that will be required; and
- In the case of accidental injuries or acute illness, or if a candidate's disability is diagnosed after enrolment, the candidate **must** contact the Programme Co-ordinator as soon as possible after the injury or illness occurs.

2.2 Arrangements

2.2.1 Special needs

The Programme Co-ordinator will ensure, where possible, that the necessary arrangements to deal with a candidate's special needs are put in place. However, there may be occasions where such needs cannot be met due to financial constraints and/or other constraints outside CLT's control.

Confirmation of the arrangements agreed with the candidate will be sent to the candidate in advance of the assessment/course.

CLT will reserve the right to cancel or refuse a candidate's enrolment for training/assessment where insufficient notice has been given to CLT to make the reasonable adjustments required.

Failure to notify CLT about a disability prior to the assessment taking place cannot be considered as a mitigating factor when considering a candidate's performance in the assessment nor can reasonable adjustments be made once the assessment has taken place.

2.2.2 Religious needs

Candidates with specific religious requirements should notify CLT **20** working days prior to the date of the assessment.

CLT will make every reasonable effort to meet a candidate's needs. However, there may be occasions where such needs cannot be met due to financial constraints and/or other constraints outside of CLT's control.

3. Transfers and cancellations Policy

3.1 Transfers

There is an administration fee of £25 plus VAT to process a transfer application. To request a transfer to another date please contact the Programme Co-ordinator. Transfers will not be permitted within 10 working days of the event.

Note: transfers may not always be possible.

3.2 Cancellations

You must send a written notification of your wish to cancel to the Programme Co-ordinator there is a charge which varies depending on when the written notice is received prior to assessment to which it relates:

- i. 20 working days - £25 plus VAT.
- ii. 10 – 19 days - £50 plus VAT.
- iii. 9 days or less – the whole examination fee.

- iv. Non attendance on the day of the examination/assessment – the whole examination fee.

4. Courses/Tests

- 4.1 CLT reserves the right to vary or cancel a course or test where the occasion necessitates, reserving the right to change speaker, course materials and venue.
- 4.2 CLT will endeavour to run courses and tests, however in the unlikely event of a cancellation, candidates will be notified in advance and offered new dates. Alternatively candidates can request a reimbursement of course/test fees.
- 4.3 CLT accept no liability if for whatever reason (including the cost of a candidate's travel) a course or test does not take place.
- 4.4 Prices may be subject to change.

5 Unique delegate/candidate log ins

- 5.1 Upon registration candidates will be allocated a unique log in number to provide them with access to their dedicated log in area. Log ins will be disabled upon successful completion of the test/programme or within the specified time limit indicated upon registration or where candidates have breached the terms and conditions in relation to CLT's copyright and sole use conditions.
- 5.2 Should a candidate/delegate lose his/her log in details. He/she must apply in writing for a new login which will be sent to the candidate/delegate via the postal system to the address provided by the candidate/delegate on the booking form. Where a candidate makes more than one request for login details a fee of £10 will be payable for any subsequent requests.

6 Course Materials / On Line Distance Learning Materials

- 6.1 Copyright : the copyright of all materials remains that of CLT. Such materials may not be reproduced whether in whole or part, by any method whatsoever, without prior permission having been given in writing by CLT. Once supplied materials become the personal property of the candidate to whom they are issued and may not be used, shared by or distributed to any other person by any means, the materials are for the sole use of the delegate or candidate.
- 6.2 Updates : any substantial updates in law which impact on distance learning materials will be published on our website. It is the candidate's responsibility to ensure they are using up to date information.

7. Advance information

- 7.1 For some tests advance information is provided prior to the assessment taking place. Such advance information will be published on CLT's website in the candidate log in area. A notice that the advance information has been posted will appear on the home page of the particular scheme of programme. It is the candidate's responsibility to ensure that he/she downloads the advance information. CLT accept no liability for candidates' failure to obtain the advance information prior to the test.

8. Assessment Guidelines and Student Handbook

- 8.1 The assessment process is subject to any conditions and regulations imposed by the Law Society or the Solicitors Regulation Authority and may be subject to change.

- 7.2 Candidates are subject to additional terms and conditions as laid out in the Assessment Guidelines and Student Handbook, available on line following registration. It is the candidate's responsibility to ensure they understand and agree these additional terms and conditions. Candidates may request to cancel within 7 working days of access to the handbook should they not accept these conditions. After this period candidates will be deemed to have agreed to and accepted these additional conditions.

Immigration & Asylum Accreditation Scheme Registration Form

SECTION 1: Registration

Have you already registered?

Yes / No

If yes go to Section 2

Candidates are required to enrol with a registered training provider. The registration fee is payable for each level. If the supervisor's level is booked independently from Level 2, no further registration fee is required. The registration fee will not be refunded and there are no discounts for subscribers.

Registration Fee	Fee + VAT
	£33.00

SECTION 2: Immigration & Asylum Accreditation Scheme Tests

Candidates can opt for accreditation at either Level 1 or 2. The Level 1 and 2 assessments can be taken in any order. There is no restriction on the number of times each assessment is taken.

LEVEL 1	Date		Date		Date		Fee + VAT
Multiple Choice Test	8 December 2009		12 January 2010		2 February 2010		£119.79
	9 March 2010		6 April 2010		4 May 2010		
	6 July 2010		3 August 2010		7 September 2010		
	2 November 2010		7 December 2010				
Written Examination	16 February 2010		1 June 2010		5 October 2010		£193.00
Drafting Assessment	16 February 2010		1 June 2010		5 October 2010		£179.69
Client Interview	w/c 19 February 2010		w/c 4 June 2010		w/c 8 October 2010		£212.96

Preferred venue:

London

Birmingham/Manchester*

*Please check website for details as tests alternate between Birmingham/Manchester

LEVEL 2	Date	✓	Date	✓	Date	✓	Fee + VAT
Written Examination	16 February 2010		1 June 2010		5 October 2010		£193.00
Drafting Assessment	16 February 2010		1 June 2010		5 October 2010		£212.96
Client Interview	w/c 17 February 2010		w/c 2 June 2010		w/c 6 October 2010		£212.96

Preferred venue:

London

Birmingham/Manchester*

*Please check website for details as tests alternate between Birmingham/Manchester

SUPERVISOR'S LEVEL	Date	✓	Date	✓	Date	✓	Fee + VAT
Timed Assessment	23 February 2010		8 June 2010		12 October 2010		£212.96

Preferred venue:

London

Birmingham/Manchester*

*Please check website for details as tests alternate between Birmingham/Manchester

SECTION 3: NEW Lower Course Fees - Save up to £225! All preparation courses are held in London

PREPARATION COURSES	Date	✓	Date	✓	Date	✓	CLT Subscriber Fee + VAT	CLT Non-Subscriber Fee + VAT
Level 1 Preparation Day	15 January 2010		30 April 2010		3 September 2010		£175.00	£195.00
Level 1 Essential Skills & Drafting Exercise	3 February 2010		18 May 2010		21 September 2010		£175.00	£195.00
Level 2 Preparation Day	4 February 2010		14 May 2010		17 September 2010		£175.00	£195.00
Supervisors' Revision Course	9 February 2010		25 May 2010		28 September 2010		£175.00	£195.00

Sub Total _____

VAT _____

TOTAL _____

Immigration & Asylum Accreditation Scheme Registration Form

Candidate's Details (Please use Block Capitals)

IA55706

Please quote this reference number at point of booking

Title:	First Name:	Surname:
E-mail: (Please complete, confirmation correspondence will be delivered via email)		
Firm Name:		
Home Address:	Postcode:	Correspondence * (Please Tick)
Employers Address:	Postcode:	Invoice (Please Tick)
Tel:	Fax:	

***Please indicate your preferred correspondence address and address for your Invoice/Statement to be sent.**

PLEASE NOTE: You will need to have access to the internet to access your dedicated website, where you will find the latest news updates relating to these tests.

If your employer is paying for your training, they may have access to your training record ie. Results. Please indicate if you do not consent to this.

Ethnic Origin

The following data is used solely to provide statistical information to the Law Society about the accessibility of the scheme (and for no other reason: it is not used in the assessment process). Please answer the following questions:

		Date Of Birth			
White	British	Irish	Other		
Mixed	White & Black Caribbean	White & Black African	White and Asian	Other	
Black or British	Caribbean	African	Other		
Asian or Asian British	Indian	Pakistani	Bangladeshi	Other	
Chinese	Chinese	Other (please specify)			

Disability

Are you registered disabled?	Yes	No	Do you have any special needs requirements?	Yes	No
Have you attached supporting medical evidence?	Yes	No			

Payment - full fees are payable with booking

I enclose a cheque for £ payable to Central Law Training Ltd.

Please debit my Visa/Access with £ Security Code

Cardholder's Name

Cardholder's Address

Card Type (please state)* Card No

Valid from Date Expiry Date Issue Number (if applicable) Signed

Please send your payment made payable to Central Law Training to:

The Immigration and Asylum Accreditation Team, CLT, Wrens Court, 52-54 Victoria Road, Sutton Coldfield, Birmingham B72 1SX

Tel: 0121 362 7526 Fax: 0121 240 1088 DX: 708700 Sutton Coldfield Email: immigration@centlaw.com *CLT does not accept American Express.

How did you learn about our Immigration Scheme?

CLT Main Website	Direct Mail	Other
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Declaration

I the undersigned have read, understood and agree to the rules, terms and conditions as set out on CLT's website (hard copy available on request). I confirm that, to the best of my knowledge and belief the information given on this form is current and complete.

Signature: _____ Date: _____

Data Protection: Central Law Training may periodically contact you with details of programmes and services that may be of interest to you and may pass your details to other companies within the CLT Group and selected clients. Please write to Client Services if you do not wish to be included in this activity. *(Assessment means: assessment, examination, test and client interview).