



Immigration and Asylum Accreditation 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.

The booking form can be found at the end of these Terms and Conditions.

- 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 Professional Qualifications Division on 0121 362 7526 or email immigration@clt.co.uk

- 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 If you wish to cancel or transfer once a booking has been confirmed please refer to [CLT's Transfers and Cancellation Policy](#).

2. Disabilities/Special Needs Applications

- 2.1 Providing information

Candidates with a disability must inform CLT by providing details about their disability with 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 Law Society/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

Requests for transfers and cancellations must be in writing either by post or email. Transfers and cancellations can not be requested over the telephone under any circumstances

3.1 Transfers

There is a charge which varies depending on when the written notice is received prior to the course/assessment to which it relates:

- 20 working days - £25 plus VAT

- ii. Transfer requests cannot be made 19 working days prior to the assessment/course taking place unless there are extenuating circumstances i.e. medical reasons and proof must be provided.

Transfers received after this time – the whole examination/course fee

3.2 Cancellations

There is a charge which varies depending on when the written notice is received prior to the course/assessment to which it relates:

- i. 20 working days - £25 plus VAT.
- ii. 10 – 19 working days - £50 plus VAT.
- iii. 9 working days or less – the whole examination fee.
- iv. Non attendance on the day of the examination/course – the whole examination fee.

3.3 Illness on the day of an examination

Should a candidate be ill on the day of an examination/course as long as medical evidence is provided i.e. doctors note within 7 working days of the examination/course taking place then

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.
- 4.5 CLT cannot offer a refund on distance learning materials once the unique delegate login has been released.

5 Unique delegate/candidate logins

- 5.1 Upon registration candidates will be allocated a unique login number to provide them with access to their dedicated login area. Logins 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 If a candidate/delegate loses his/her login 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 login 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.
- 8.2 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 Inc VAT
	£48.00

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.

	Date	✓	Date	✓	Date	✓	Date	✓	Fee Inc VAT
Multiple Choice Test	8 May 2012		3 July 2012		4 Sept 2012		4 Dec 2012		£172.80

Venue: London

Level 1	Date	✓	Date	✓	Fee Inc VAT
Written Examination (AM)	19 Jun 2012		9 Oct 2012		£282.00
Drafting Assessment (PM)	19 Jun 2012		9 Oct 2012		£259.20
Client Interview	22 Jun 2012		12 Oct 2012		£307.20

Venue: London

Level 2	Date	✓	Date	✓	Fee Inc VAT
Drafting Assessment (PM)	19 Jun 2012		9 Oct 2012		£307.20
Written Examination (AM)	19 Jun 2012		9 Oct 2012		£282.00
Client Interview	20 - 21 Jun 2012		10 - 11 Oct 2012		£307.20

Venue: London

SUPERVISOR'S LEVEL	Date	✓	Date	✓	Fee Inc VAT
Timed Assessment	26 Jun 2012		16 Oct 2012		£307.20

Venue: London

Sub Total _____
VAT _____
TOTAL _____

Immigration & Asylum Accreditation Scheme Registration Form

Candidate's Details (Please use Block Capitals)

IA84621

Please quote this reference number at point of booking

Title:	First Name:	Surname:
E-mail: <small>(Please complete, confirmation correspondence will be delivered via email)</small>		
Firm Name:		

Home Address:	Postcode:	Correspondence * (Please Tick)	Invoice (Please Tick)
Employers Address:	Postcode:		
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				Sex	Male		Female	
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:

Professional Qualifications Division, 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@clt.co.uk *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).

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