

Immigration & Asylum Accreditation Scheme Registration Form

SECTION 1: Registration

Have you already registered?

Yes / No

If yes go to Section 2

The registration fee is payable for each level. If the Multiple Choice Test or supervisor's level is booked independently, no further registration fee is required. If your re-sitting an examination, you do not need to pay the registration fee again.

Registration Fee	Fee Inc VAT
	£51.00

SECTION 2: Immigration & Asylum Accreditation Scheme Tests

Examinations are held in **London only**

Please indicate in the relevant box which examination you wish to take

Trainee Casework Assisstant	Date	✓	Date	✓	Date	Fee Inc VAT
Multiple Choice Test	2nd July		3rd September		5th November	£180.00

Please tick if this is a resit

Casework Assistant	Date	✓	Date	✓	Fee Inc VAT
Written Examination	18th June		8th October		£420.00

Please tick if this is a resit

Senior Caseworker	Date	✓	Date	✓	Fee Inc VAT
Written Examination	18th June		8th October		£474.00

Please tick if this is a resit

Supervising Senior Casworker	Date	✓	Date	✓	Fee Inc VAT
Supervisors Timed Assesment	25th June		15th October		£420.00

Please tick if this is a resit

Immigration & Asylum Accreditation Scheme Registration Form

Candidate's Details (Please use Block Capitals)

IABF0006

Please quote this reference number at point of booking

Title:	First Name:	Surname:
*E-mail:		
Employer Name:		
Employers Address:	Correspondence *(Please Tick)	Invoice *(Please Tick)
Home Address:		
Contact Telephone Number:	*Please indicate your preferred correspondence address and address for your Invoice/ Statement to be sent.	

*Please provide an email that can be used for all communication, including exam result notification

Reasonable Adjustment Application

Do you wish to make a Reasonable Adjustment Application?	Yes	No
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*If yes, please ensure you provide a copy of your supporting medical evidence with your application

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 Accreditations, CLT, Wrens Court, 52-54 Victoria Road, Sutton Coldfield, Birmingham B72 1SX

Tel: 0121 362 7526 Fax: 0121 355 5517 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: _____

Immigration and Asylum Accreditation Scheme Bookings Terms and Conditions

1. Your booking constitutes a legally binding contract. The candidate and employer are jointly and severally liable for payment of all of the fees due to Central Law Training.
2. Confirmation of your booking will be sent by email within 2 working days of receipt.
3. Central Law Training reserves the right to vary or cancel an examination where the occasion necessitates and accepts no liability if, for whatever reason, the examination does not take place.
4. Prices may be subject to change.
5. **Transfers:** in the event of a transfer to another date, an administration charge of £25 + VAT will be levied. Written notice must be provided at least 24 hours before the event.
6. **Cancellation:** provided written notice is received at least 24 hours before the event, the fee will be credited less a £25 + VAT administration charge.
7. **None attendance on the day of an examination:** None attendance on the day of the examination the whole examination fee will be forfeited.
8. **Illness on the day of an examination:** should a candidate be ill on the day of an examination as long as medical evidence is provided i.e. doctor's note dated from 7 working days of the examination taking place then the candidate can be transferred to the next available examination or full refund if required.
9. Central Law Training will endeavour to run all examinations, 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 the examination fee.
10. **Copyright:** the copyright of all materials remains that of Central Law Training. Such materials may not be reproduced whether in whole or part, by any method whatsoever, without prior permission having been given in writing by Central Law Training. 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 candidate.
11. **Advance Material:** for some examinations advance information is provided prior to the examination taking place. Such advance material will be emailed to candidates 7 days prior to the examination taking place. Advanced material will be sent to the email address provided on booking. If Advance material is not received when expected, it is the candidate's responsibility to contact Central Law Training. Central Law Training accepts no liability for candidates' failure to obtain the advance material prior to the examination.
12. **Assessment Regulations and Candidate Guidelines:** the assessment process is subject to any conditions and regulations imposed by the Law Society and may be subject to change. Candidates are subject to additional terms and conditions as laid out in the Assessment Regulations and Candidate Guidelines, available on Central Law Trainings website. It is the candidate's responsibility to ensure they understand and agree these additional terms and conditions.
13. **GDPR:** This clause sets out the responsibilities of Central Law Training Ltd ('the Provider'), and the Customer in relation to the General Data Protection Regulation and any other applicable data protection law (Data Protection Law). Any terms or words defined in Data Protection Law and used in this clause relating to personal data shall have the meaning set out in Data Protection Law. Where the Provider processes any personal data in relation to services or products covers by these Terms and Conditions, it does so as a data controller on its own behalf (including in order to comply with its obligations and exercise its rights under this agreement), and shall comply with Data Protection Law in respect of such processing. Where the Customer provides any personal data in relation to this agreement, it warrants that it does so in compliance with Data Protection Law and that the Provider may, under Data Protection Law, process such data as required or anticipated by this agreement, and the Customer shall be responsible for any costs, losses or expenses the Provider incurs or suffers as a result of breach of such warranty.