

FOR OFFICE USE	
COLID	
Customer ID	
Invoice No	
Order No	

Trainee Litigation Programme

Booking form 2023

Please complete in BLOCK CAPITALS.

Delegate details

Title: _____ First name: _____ Last name: _____

E-mail: _____ Date of birth: _____

Mobile no: _____

Firm's details

Employer's name: _____

Employer's address: _____

Postcode: _____ Telephone no: _____

Billing Address (if different to employers address for invoicing)

Invoice contact name: _____

Address: _____

Postcode: _____ E-mail: _____

There are two options for the Trainee Litigation Programme, please select the required option below.

Trainee Litigation Programme - in person

£1950 + VAT = £2340

This version runs for 8 working days in our London Bloomsbury campus. Trainees spend days 1-3 of week one and day 4 of week 2 in the classroom with the remainder of the time spent in the Legal Advice Centre.

Course dates: _____

Trainee Litigation Programme - online

£1600 + VAT = £1920

The online version of the course consists of approximately 7 hours of self-guided learning, one classroom day and two days spent in the Legal Advice Centre. Classroom and Legal Advice Centre days are delivered via our live online learning platform.

Course dates: _____

Please note the following with regards to booking:

- Once a place is confirmed the full price is payable.
- Cancelled/transferred places will be charged at the full price. We do not undertake to find replacement delegates to fill cancelled places, but should a cancelled place be taken the price will not be charged.
- In registering yourself or an employee for this programme you are confirming that they have completed (or are in the process of completing) their LPC and have the right to work in the UK and that the employer has undertaken the necessary statutory checks.

Payment details

Please invoice my firm once this booking has been processed

Please note Invoices will be issued on enrolment.

Please provide e-mail address for invoicing _____

(If invoice address is different to your firm or correspondence address, please ensure that you have included this in the 'Billing Address' section on page 1)

Contact details

Contact us on 01483 216663, or e-mail inhousetraining@law.ac.uk

Please return this form by e-mail to inhousetraining@law.ac.uk or, if paying by cheque, to Professional Development, College of Law Services Limited, 2 Bunhill Row, Moorgate London EC1Y 8HQ, United Kingdom

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. To opt in please tick this box

1199/0

Terms & Conditions

Definitions:

Client: The recipient of the services provided by the supplier

Supplier: College of Law Service Limited, 2 Bunhill Row, Moorgate London EC1Y 8HQ (Registered office); Company Number 08964841.

Services: The training programme, course provision, room hire, equipment hire, materials production or any other facility which the supplier will provide to the Client in accordance with the terms of any agreement made from time to time between the Supplier and the Client. Such agreement shall be subject to these terms of business.

1. Provision of Services

The Supplier will endeavour to provide the Services on the dates and at the times required by the Client, the Supplier reserves the right to change such provision if necessary. Prior written notice of any such changes will be supplied to the client. The Client shall not have the right to cancel the provision of the Services as a result of such change, otherwise than on the terms contained in this document.

The Supplier's training programmes are constantly updated and improved and the Supplier reserves the right to alter any of the courses' content without prior notice.

Neither the Supplier or its Tutors shall have or shall be assumed to have any legal responsibility for the accuracy of any particular statement given in the provision of the services.

2. Tutors

The supplier will use its best endeavours to provide any specified tutors in relation to the provision of training but the supplier cannot guarantee provision of those tutors at all times and reserves the right to substitute tutors with equivalent skills / experience. Notice of any alteration to tutors will be provided to the Client as soon as reasonably practicable.

3. Cost

The cost of a training session will be as agreed with the client in advance. Costs are subject to VAT and are subject to change with prior notification in writing. Tutor travel and accommodation included in the fees.

4. COPYRIGHT / INTELLECTUAL PROPERTY RIGHTS

Subject to the rights of third parties and to any rights of the client and the Crown arising otherwise than by virtue of these terms, all rights in all materials, data, reports, servicing, schedules, drawings, specifications, designs, inventions or other materials produced or acquired in the course of the provision of the services which are the subject of these terms, shall vest in and be the property of the Supplier. Such materials may not be reproduced either in whole or in part by any method whatsoever, without prior approval having been given in writing by the Supplier.

5. Invoicing Arrangements

The Client agrees to pay the supplier's invoice within 30 days of receipt. If the Client fails to make such payment, the Supplier reserves the right to charge interest on overdue invoices at the rate of Base rate plus 8% per annum effective from the day after the invoice becomes due for. VAT, where applicable, shall be shown separately on all invoices as a strictly separate net extra charge.

6. Price Review

The supplier reserves the right to review its fee structure. Notice of changes to fees will be provided in writing to the client before such changes become operative.

7. Cancellation of Courses

Further to the above, the provisions regarding cancellation (which, for the avoidance of doubt shall include postponement) of any of the Services by the Client are as follows:

Up to 3 months prior to commencement of a programme a provisional booking can be held for up to 14 working days

Within 3 months of commencement of a programme provisional bookings cannot be held.

Once a booking is confirmed you have the right to cancel your booking within 14 days from the date of your acceptance of these Terms and Conditions. Cancelling your booking with the University will mean that you will not be permitted to attend the TLP course you have booked. After the 14 day cooling off period the full price is payable – cancelled programmes will be charged at the full price. We do not undertake to find replacement bookings but should a cancelled programme be taken by another firm the price will not be charged.

8. Clause Headings

The clause headings do not form part of these terms and shall not be taken into account in its consideration or interpretation.

9. Law

These terms shall be considered as a contract made in England and subject to the law of England.

10. Data Protection

The University needs to hold certain information about the Delegates. All information will be held in accordance with the General data protection regulations and the University's Privacy Policy which can be found at www.law.ac.uk/policies. In booking a place on the University's TLP you confirm that you have obtained all necessary consents and approvals from the Delegate(s) to the processing of their personal data by the University in accordance with the University's policies, for the purpose of providing the TLP.

I accept the terms and conditions detailed herein.

Signature _____

Date _____