

|  |
| --- |
| FOR OFFICE USE |
| COLID |  |
| Customer ID |  |
| Invoice No |  |
| Order No |  |



**The Effective In-House Lawyer**

Please complete in BLOCK CAPITALS if using manuscript

#  Firm’s details

Employer’s name:

Employer’s address:

Postcode: Telephone no:

 **Billing Address (if different to employer’s address for invoicing)**

Invoice contact name:

Address:

Postcode: E-mail:

PO Number (if applicable):

#  Delegate details

1. Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: Mobile no:

1. Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: Mobile no:

#  Booking details

Cost of each course, per delegate Early Bird Rate, Valid until 1 May 22 £299 + VAT = £358.80

Standard Rate £399+VAT = £478.80

Please book the above delegates onto the following modules courses:

**Course Title** Date(s)

## Essential Skills for the In-House Lawyer - Online 09:30-13:00 Tues 14th June 2022

## & 09:30-13:00 Weds 15th June 2022

\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#  Terms & Conditions

### By reserving a place on our course, you enter into a legally binding contract with College of Law Services Limited (No.07933854) whose registered office is situated at 2 Bunhill Row, Moorgate London EC1Y 8HQ’ (‘the University’).

**You accept and agree to be bound by these financial terms and conditions which cannot be varied under any circumstances.**

Your acceptance has immediate cost implications and creates financial commitments. Please make sure you read these terms and conditions.

### General

These form part of our terms and conditions and are applicable to all PSC courses.

* These terms and conditions (including any non-contractual obligations arising out of or in connection with these terms and conditions) are governed by English law and are subject to the jurisdiction of the English courts.
* The University may transfer its rights and obligations under these terms and conditions to any successor in title to its business or to any entity to which a substantial part of its business is transferred, and you authorise the University as your agent to sign an agreement with such successor or entity in substantially the same form as this agreement to procure that such successor or entity succeeds to all rights and obligations of the University under these terms and conditions. Alternatively, and at the University’s sole discretion, you agree that you will execute any deed of novation that the University reasonably requests to give effect to such transfer.
* Failure or delay by the University to exercise any of its rights or remedies (full or partial) under these terms and conditions shall not constitute any form of waiver.
* These terms and conditions constitute the entire financial agreement between you and the University and you confirm that in accepting your place you have not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty (whether made negligently or innocently) other than as expressly set out in these terms.

### Terms and Conditions

1. 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 PSC courses you have booked. However, if the course starts or is running during the cooling off period, the University can charge for materials provided at a reasonable pro-rata fee. To cancel your booking, you must notify us by email at: pdpublic@law.ac.uk

1. The University reserves the right to change or cancel its Modules. In the event of cancellation by the University of a training session or assessment, an alternative date will be offered. Should an alternative date not be available in the event of cancellation by the University, a pro-rata fee for the module(s) will be refunded.
2. Prices are valid until 31/07/22. The University reserves the right to change the course fees.
3. All courses are subject to availability and demand.
4. Lunch, travel and accommodation are not included in the price of the course. Delegates are responsible for arranging their own accommodation.
5. You will receive a written confirmation of your booking. Joining instructions will be forwarded prior to the start of each of your modules.
6. Any changes to date required must be made in writing. Please e-mail **pdpublic@law.ac.uk** to submit your change of date request.
7. Subject to paragraph 1 and 2, fees are non-refundable. For a PSC course and also for the Higher Rights Written Advocacy Training, Practical Advocacy Training and Written Advocacy Assessment we will transfer you to an alternative date provided that the transfer request is made not later than twenty-four hours before the commencement of the training or assessment (as the case may be). For the Higher Rights Practical Advocacy Assessment we will transfer you to an alternative date provided that the transfer request is made

no later than three weeks before the commencement of the assessment. Any transfer request made after the relevant time limit will not be considered. Transfer requests must be made in writing, please e-mail **pdpublic@law.ac.uk** to submit your request; the University will acknowledge your receipt within 24 hours and your request will not be valid unless proof of acknowledgment is held by both parties.

**9. Please note:** all Higher Rights assessments, and the release of results in relation to such assessments, are conducted in accordance with The University’s Higher Rights Assessment Regulations. Please ensure you read this document, which can be opened from the Higher Rights course overview section on our website at: **www.law.ac.uk/hra**

1. The University cannot be held responsible for failing to cater for any special needs unless you notify us in writing upon application. The University requires at least four weeks’ notice of any such requirements.
2. All invoices must be paid within 30 days or before the day of the first module, whichever is sooner.
3. **Please note:** if you have not signed to accept our terms and conditions, your booking form will not be accepted.
4. 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 PSC 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 PSC.

### Alumni Terms and Conditions

1. Current members of The University of Law Alumni are eligible for a 10% discount on the PSC
2. There is a 14 day cooling off period following the date of booking. The University of Law will raise an invoice 14 days AFTER the date of booking, any Alumni discount requests made after the cooling off period will be rejected.
3. It is a requirement that Alumni members supply their student number or their University of Law e-mail address at the point of booking, in order to receive the Alumni discount.

### I accept the terms and conditions detailed herein.

**Signature Date**

#  Payment details

1199/0716

I enclose a CHEQUE for £ made payable to ‘College of Law ServicesLimited’. All cheques must be from a sterling bank account and will take five working days to clear.

Please invoice my firm once this booking has been processed

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)

Purchase Order Number (if applicable)

 **Contact details**

Contact us on **01483 216216,** or e-mail **pdpublic@law.ac.uk**

**Please return this form** by e-mail to pdpublic@law.ac.uk or, if paying by cheque, to Professional Development, The University of Law, Braboeuf Manor, Portsmouth Road, Guildford, Surrey, GU3 1HA, 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

TBH37614903 v1