

# Booking form

## Personal details

Mr/Mrs/Miss/Ms/Other .....

First Name ..... Surname .....

University studying at/current employer/other .....

Address to which you want correspondence and materials sent on 1st June .....

.....

..... Postcode .....

Tel No ..... Fax No .....

Email .....

Legal Professional Qualification: Foundation Certificate in Paralegal Practice **£499.00**

Leeds 14th - 18th July  London 7th - 11th July  Manchester 7th - 11th July

## Payment details

METHOD OF PAYMENT (Please have your card details ready if calling Admissions to book by phone)

MASTERCARD/VISA/SOLO/SWITCH: Valid from ...../..... Expires end ...../..... Issue no (Solo/Switch only) .....

Cardholder's name (as it appears on the card) .....

Card no ...../...../..... Security code (last three digits on the signature strip) .....

Cardholder's signature ..... Date .....

CHEQUE enclosed - payable to "BPP College of Professional Studies"

Total Amount £.....

Student's signature ..... Date .....

I, the above named, agree to abide by BPP College of Professional Studies' terms and conditions

## Terms and conditions

**1. Booking your place.** To book your place on the LPQ: Foundation Certificate in Paralegal Practice, you must return the following to Admissions, BPP College of Professional Studies, 68-70 Red Lion Street, London, WC1R 4NY, 4 weeks before the commencement of your programme:

- (a) a completed booking form; and
- (b) full payment or authorisation to invoice employer

Fees may be paid by a cheque made payable to "BPP College of Professional Studies Ltd" or by credit/debit card by phone, fax, email or online at [www.bpplawschool.com](http://www.bpplawschool.com). The deposit must be received by us in cleared funds before your place will be deemed to have been secured. In the event a deposit cheque is returned or a credit/debit card transaction declined by the account holding bank, funds will not be deemed cleared and your place will not be considered to have been secured. Furthermore BPP shall not be liable for any bank forfeiture charges incurred.

**2. Fee payment.** In accordance with the Consumer Protection (Distance Selling) Regulations 2000, you have seven days from the time we receive your booking form and deposit in which to cancel your place. After such time your fees will become nonrefundable. The fees will be off set against the programme fee provided you take up your place on the programme. Should you defer the programme, fees can only be carried over once, for one year.

**3. Further employment.** Provision of a place on the programme does not guarantee that you will be able to obtain further employment.

**4. Deferral of your place.** If you wish to defer your place at BPP you will first need to book your place (see clause 1 of this form) then email [deferrals@bpp.com](mailto:deferrals@bpp.com) stating that you wish to defer and your reason for doing so 4 weeks before the commencement of your programme.

You may only defer your place once until the next intake of the programme and all deferrals are subject to approval by Programme Leaders.

**5. Disabilities and special needs.** It is your responsibility to draw to BPP's attention any disability or special needs that you feel may affect your performance on the programme. If you have such a disability or special need a 'learning contract' will be agreed between you and BPP. Please notify the Learning Support Officer 4 weeks before the commencement of your programme by emailing [learningsupport@bpp.com](mailto:learningsupport@bpp.com), so that we can assess your needs before the programme commences.

**6. English Language Requirement.** Applicants whose first language is not English and who do not hold an honours degree that was delivered in English, shall be required to provide certified proof of ability in written and spoken English to a specified level (IELTS or equivalent). Please refer to [www.bppuc.com/terms\\_&\\_conditions](http://www.bppuc.com/terms_&_conditions) for the English language requirement that applies to your programme of study.

**7. Confidentiality.** Information regarding your attendance and performance on BPP's programme will be kept confidential, save for information required by the regulatory body or professional body for your programme, unless you agree otherwise. If you request a reference from BPP you will be taken to have waived your right to confidentiality for the purposes of giving the reference. If you are sponsored you will be asked to waive your right to confidentiality for the purposes of giving information to your sponsor. BPP reserves the right to inform your sponsors that you have refused to waive the right to confidentiality.

**8. Further terms and conditions.** This offer is subject to the terms, conditions and regulations which can be found at [www.bppuc.com/terms\\_&\\_conditions](http://www.bppuc.com/terms_&_conditions). Printed copies of these terms and conditions can be requested from Admissions - [admissions@bpp.com](mailto:admissions@bpp.com) or 0845 077 5566.

**9. Eligibility to study.** Prior to registration all students must provide satisfactory proof of eligibility to study in the UK on BPP programmes e.g. by providing a valid passport (and visa if necessary).

**10. Exclusions.** BPP excludes liability for any losses incurred by you as a result of being wrongfully admitted on to any programme.

BPP will use all reasonable endeavours to deliver the programme of study in accordance with the description applied to it in the programme's brochure. However, BPP shall be entitled to make reasonable variations to the programme (including without limitation the content and syllabus of the programme, the location, times, dates and days of delivery of the programme or the method of delivery of the programme).

BPP cannot accept any responsibility for the incompatibility of operating systems or hardware used by you with the I.T. resources and services provided by BPP. Please see [www.bppuc.com/terms\\_&\\_conditions](http://www.bppuc.com/terms_&_conditions) for the specifications for remote access to BPP's IT network. Printed copies of these terms and conditions can be requested from Admissions - [admissions@bpp.com](mailto:admissions@bpp.com) or 0845 077 5566.

BPP reserves the right to cancel a programme. Applicants will be given notice of any such cancellation before the programme commences.

BPP cannot accept responsibility for damage to or loss of property howsoever caused.



Admissions, BPP College of Professional Studies:

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