



Terms and Conditions

Please note that your acceptance on our courses constitutes a binding agreement between the Institute of Legal Secretaries and PAs ("the Institute") and yourself. Students must agree to abide by the Terms and Conditions outlined as follows.

Evening Class Students

Requirements for Admission

Learners are required to have administrative or secretarial skills with a good typing speed, computer literacy, a good understanding of Microsoft Word, and a good standard of spoken and written English. If you need to acquire any of these skills, please contact us and we will be happy to advise you.

Cancellations/Refunds

Cancellation of a course place can be made before the course starts. A refund will be issued within 21 days minus a £15 administration charge.

When you have been offered a place on the course and it has started, you are not entitled to a refund if you drop out – under any circumstances. We have a set number of places to offer Students and if you take one of those places, you must pay for it in full.

Outstanding Course Fees

When course instalments are overdue and your payment plan is not honoured, you will be contacted by the Institute to make a payment. If payment is not made within the stipulated time scale, formal debt recovery action will be taken.

Transferring Courses

If you would like to transfer your course place to another date before the course has started, no extra fees will apply. If the course has started, an extra charge of £200 will apply on top of the original £800 course fee.

Non-transferability of Course

Your course place is not transferable to any other party.

Course Duration

The teaching time is a total of 42 hours. However, time is required outside of class to read course material and complete coursework at home.

The course must be completed within one year. If you have not completed the course within one year, you will need to apply for an extension in writing by emailing us. You will also be required to renew your Student Membership as this is only free for one year.

The Institute introduced the one year time frame in September 2013. Students who enrolled before this time, have the option to continue the course if they renew their Student Membership but must complete it within a year of contacting us. If a Student enrolled in 2007 or before, they need to pay the difference in course fees between then and now to obtain the latest version of our course material and start their studies again.

Extensions

If you have not completed the course within one year, you will need to apply for an extension in writing by emailing us. You will also be required to renew your Student Membership for a cost of £50 as this is only free for one year. When emailing us, you must explain your reasons for not being able to complete the course within the one year time frame. Extensions are granted for extenuating circumstances and the maximum amount of additional time we can give is three months. Further extensions are not allowed after this period, under any circumstances. If you do not complete your coursework by the extension deadline, you will be unable to achieve a qualification and will not have the opportunity to re-enrol for the course.

Assessment and Certification

All tests and assessments will be set and the marking undertaken by the Institute, and will be the sole determinant in making awards. All assessments will be taught and conducted in accordance with the Institute's regulations and procedures. Certificates are only awarded to those who pass the course after full completion of their coursework.

If Students fail any part of the course, they are given the opportunity to redo their work. If they do not pass on the second attempt we are unable to issue the full Diploma qualification. However, we can issue individual Certificates for any of the four practical assessment units which are passed.

Coursework Re-Takes

Students have the opportunity to retake their coursework if they fail. There is no additional charge for achievement tests but there is a set reassessment charge of £35 for the practical assessments included in Units 3, 4, 5 and 6.

Refusal of Admission/Expulsion

The Institute reserves the right to refuse admission or expel any Students for improper conduct or any conduct that interferes with the wellbeing of other Students, staff or the reputation of the Institute.

Copyright

The Legal Secretaries Diploma course material is copyrighted by The Institute. Unlimited access to and use of the course material is granted to Students of the Institute for the purpose of personal study only.

Contract

The laws of England and Wales shall apply in all respects and the courts of England and Wales shall have exclusive jurisdiction.

Distance Learning Students

Requirements for Admission

Learners are required to have administrative or secretarial skills with a good typing speed, computer literacy, a good understanding of Microsoft Word, and a good standard of spoken and written English. If you need to acquire any of these skills, please contact us and we will be happy to advise you.

Cancellations/Refunds

Cancellation of the course can be made within 30 days. A refund of the course fee will be issued within 21 days minus a £15 administration charge. Refunds will not be given after this period under any circumstances nor will they be given if any coursework has been marked.

Outstanding Course Fees

When course instalments are overdue and your payment plan is not honoured, you will be contacted by the Institute to make a payment. If payment is not made within the stipulated time scale, formal debt recovery action will be taken.

Non-transferability of Course

The course is not transferable to any other party.

Course Duration

The course must be completed within one year. The Institute introduced the one year time frame in September 2013. Students who enrolled before this time, have the option to continue the course if they renew their Student Membership but must complete it within a year of contacting us. If a Student enrolled in 2007 or before, they need to pay the difference in course fees between then and now to have access to the latest version of our course material and start their studies again.

Extensions

If you have not completed the course within one year, you will need to apply for an extension in writing by emailing us. You will also be required to renew your Student Membership for a cost of £50 as this is only free for one year. When emailing us, you must explain your reasons for not being able to complete the course within the one year time frame. Extensions are granted for extenuating circumstances and the maximum amount of additional time we can give is three months. Further extensions are not allowed after this period, under any circumstances. If you do not complete your coursework by the extension deadline, you will be unable to achieve a qualification and will not have the opportunity to re-enrol for the course.

Assessment and Certification

All tests and assessments will be set and the marking undertaken by the Institute, and will be the sole determinant in making awards. All assessments will be taught and conducted in accordance with the Institute's regulations and procedures. Certificates are only awarded to those who pass the course after full completion of their coursework.

If Students fail any part of the course, they are given the opportunity to redo their work. If they do not pass on the second attempt we are unable to issue the full Diploma qualification. However, we can issue individual Certificates for any of the four practical assessment units which are passed.

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Refusal of Admission/Expulsion

The Institute reserves the right to refuse enrolment or cancel the enrolment of any Students for improper conduct or any conduct that interferes with the wellbeing of other Students, staff or the reputation of the Institute.

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Membership

Students of the Institute are entitled to one year's free Membership. If Students want to renew or upgrade their Membership after that period, they are required to pay a fee of £50. Students are also welcome to apply for Lifetime Membership at a cost of £150.

Dispute Resolution

In the event of any dispute arising between the Institute and a Student in respect of the terms of an agreement, the dispute shall be referred to a senior member of the Institute's staff. This member of staff shall act in good faith and use all reasonable endeavours to resolve the dispute to the mutual satisfaction of the parties.

Notices

Any notice or communication between the Institute and a Student must be in writing.