



# THE INSTITUTE OF LEGAL SECRETARIES AND PAs

Blacklers, Park Road, Dartington Hall, Totnes, Devon, TQ9 6EQ  
Tel: 0207 1009210 or 01803 867846 Email: [info@institutelegalsecretaries.com](mailto:info@institutelegalsecretaries.com)

## ILSPA Course Enrolment

**PLEASE READ THIS FORM CAREFULLY AND COMPLETE THE APPROPRIATE SECTIONS IN CLEAR HANDWRITING**

Personal Details		
Mr/Mrs/Miss/Ms	First Name:	Surname:
e-mail:		
Tel No.:		D.O.B:
Address:		
		Post Code:
Previous address if current address is less than 3 years (for Payment Plan applications only):		
		Post Code:

**ILSPA's Legal Secretaries Diploma will** teach you about law and legal procedures. Students are required to have a good typing speed, an understanding of Microsoft Office and a good standard of English. If you need to gain these skills, we offer Typing Skills and Microsoft Office courses in Word, Excel, PowerPoint and Outlook.

**TICK THE APPROPRIATE BOX FOR ENROLMENT:**

**Payment Plan Option**

Course Enrolment Option - Please tick appropriate box	Full Fee	10% Deposit	Instalments
Legal Secretaries Diploma - Evening Class	£800	£80	6 x £120
Legal Secretaries Diploma - Distance Learning	£600	£60	6 x £90
Foundation Course Subject:.....	£200	£20	6 x £30
Advanced Course Subject:.....	£300	£30	6 x £45
Typing Skills Course	£100	N/A	N/A
Microsoft Office Courses	£120 each	N/A	N/A

PLEASE TELEPHONE THE INSTITUTE ON 0207 1009210 IF YOU WOULD LIKE TO ENROL ON A COMBINATION OF COURSES.

### Course Fee Payment Options

The course fee includes VAT. Payments can be made by cheque, debit / credit card or we can invoice your employer. We perform credit checks on those who would like to pay by instalments. Please select your preferred payment method:

#### Cheque Payments

Payments by cheque should be made payable to The Institute of Legal Secretaries and PAs. For the payment plan option, please enclose a cheque for the deposit together with six post-dated cheques, made out for the appropriate instalments.

## Credit & Debit Cards

Please complete the following debit/credit card authorisation. For the payment plan option, a 10% deposit is taken upon enrolment, followed by six monthly instalments which will go out on the 1st of each month.

### INCLUDE YOUR CARD DETAILS HERE:

Card Number:																		Security Code:				
Name on Card:																	Expiry Date:					

*\*Students are unable to pay by instalments using Switch, Solo and Maestro cards.*

## Course Fees Paid By Employers

### IF YOUR EMPLOYER IS PAYING FOR YOUR COURSE FEES, INCLUDE THEIR FULL DETAILS HERE:

For the attention of:	
Company Name:	
e-mail:	
Address:	
	Post Code:
<input type="checkbox"/>	Please tick this box if you would like us to invoice your employer for the course fees.

## Free Membership

Legal Secretaries Diploma and Single Subject Legal Course Students receive free Membership of the Institute for a year as we would like you to experience the benefits. If you have Legal Secretary experience, you might be eligible for Associate or Fellowship Membership.

### INDICATE BELOW WHICH LEVEL OF MEMBERSHIP YOU WOULD LIKE TO APPLY FOR:

- |                          |                       |  |
|--------------------------|-----------------------|--|
| <input type="checkbox"/> | Student Membership    | Trainee Legal Secretaries.   |
| <input type="checkbox"/> | Affiliate Membership  | Open to those who have gained the Legal Secretaries Diploma through The Institute of Legal Secretaries and PAs or an equivalent legal secretarial qualification. Law graduates are also eligible for Affiliate Membership. |
| <input type="checkbox"/> | Associate Membership  | Open to those who have a legal secretarial qualification plus at least one year's legal secretarial experience or at least two years' experience as a Legal Secretary.   |
| <input type="checkbox"/> | Fellowship Membership | Open to those who have a legal secretarial qualification with at least four years' legal secretarial experience or at least six years' experience as a Legal Secretary.  |

**PLEASE ENCLOSE A COPY OF YOUR CV TO ENABLE US TO CHECK YOUR QUALIFICATIONS AND EXPERIENCE IF YOU ARE APPLYING FOR ASSOCIATE OR FELLOWSHIP MEMBERSHIP.**

## What Happens Next

Thank you for your enrolment.

- Within 48 hours, your enrolment and payment option will be processed.
- You will receive an email confirming your enrolment. The email will include the information required for your studies together with your login details for our website where you will be able to access the online course material.