



Jersey Law Course

Student Application Form

Please return this form to:
Institute of Law
Law House
1 Seale Street
St Helier
Jersey
JE2 3QG

The deadline for submission of application forms is **Friday, 6 August 2010.**

Please complete this form in **BLOCK CAPITALS** and in black ink and return to the above address, together with a passport sized photograph and a cheque for £100 by way of a non-refundable deposit.

Students are expected to attend an induction afternoon starting at 3.00 pm on Friday 3 September; a programme for the event will be published on www.lawinstitute.ac.je.

PERSONAL DETAILS

Surname:	
Forename(s):	Preferred name:
Date of Birth:	Title for reply e.g.: Mr/Mrs/Miss/Ms/etc.
Contact Address:	
Post Code:	Tel. No. (Home):
Tel. No. (Work):	Tel. No. (Mobile):
Email Address:.....	<i>Please note that this e-mail address will be the one used for disseminating information from the Institute of Law's virtual learning environment.</i>
Name of Doctor:	
Surgery telephone number:	
Do you have any physical or other disability, medical condition, allergy or special dietary requirements which might necessitate special arrangements/facilities or additional support requirements?	YES/NO
If you have answered yes, please give details:	
<i>Please note that this information will be kept confidential and not disclosed to third parties without your consent. Relevant details may be provided to course tutors where appropriate.</i>	

EMERGENCY CONTACT DETAILS

Person to contact in case of emergency:	
Relationship to applicant:	
Address (if different from applicant's address):	
Tel. No. (Home):	Tel. No. (Mobile):
On what number should we contact this person in case of emergency?	

YOUR HIGHER EDUCATION

(if you have already submitted an Expression of Interest form you may leave this blank)

Academic qualification e.g: BA, LLB, Diploma, BVC, LPC	Dates From/To	Course title and institution	Standard attained

YOUR PROFESSIONAL QUALIFICATIONS

(if you have already submitted an Expression of Interest form you may leave this blank)

Qualification	Date

YOUR LEGAL PROFESSIONAL EXPERIENCE.Please give a brief summary of the type of legal work you carry out in your current and any previous roles.
(if you have already submitted an Expression of Interest form you may leave this blank)

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YOUR CURRENT EMPLOYER

Please give the name and full contact details of your current employer below.

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Is your employer making a contribution towards all or part of your course fees?**YES/NO****WHAT IS YOUR REASON FOR WANTING TO TAKE THE JERSEY LAW COURSE (OR MODULES FROM IT)?**
Please tick the relevant box

I wish to qualify as an advocate in Jersey	
I wish to qualify as a solicitor in Jersey	
I do not wish to qualify as a solicitor or advocate in Jersey but wish to take the course or selected modules from it for other reasons (<i>please specify</i>).	

MODE OF STUDY FOR STUDENTS WHO WISH TO TAKE THE ENTIRE JERSEY LAW COURSE

Please tick the relevant box

Duration of study	Course description	Fee (£)	Date payable	Place tick in relevant box below
One year Jersey Law Course	All six modules over one year, starting September 2010	9,500	£4,750 by 27 August 2010; £4,750 by 20 December 2010	
Two year Jersey Law Course	All six modules over two years, starting September 2010	10,000	£5,000 by 27 August 2010; £5,000 by 26 August 2011	
Please indicate which ONE of the three optional modules below you think you are most likely to take; further information will be available at the induction afternoon (Friday 3 September 2010). A final selection will need to be made during September.				Place tick in relevant box below
Company Law				
Trusts Law				
Family Law				

MODULE CHOICES FOR STUDENTS WHO DO NOT WISH TO TAKE THE ENTIRE JERSEY LAW COURSE

If you wish to apply to take selected modules from the Jersey Law Course, starting in September 2010, please indicate what modules you wish to take below.

Module title	Fee per module (£)	Date payable	Place tick in relevant box(s) below
Sources and Constitutional Law	1,600	Full fee by 27 August 2010	
Civil and Criminal Procedure	1,600	Full fee by 27 August 2010	
Trusts Law	1,600	Full fee by 27 August 2010	
Company Law	1,600	Full fee by 27 August 2010	
Family Law	1,600	Full fee by 27 August 2010	
Law of Immovable Property	1,600	Full fee by 20 December 2010	
Contract Law	1,600	Full fee by 20 December 2010	
Law of Succession	1,600	Full fee by 20 December 2010	

PAYMENT METHOD AND DEPOSIT

A non-refundable deposit of £100 is payable by cheque to "Institute of Law" upon submission of this application form. The course fees are payable on the dates described above and may be paid by cheque or bank transfer. Please indicate below the total fees payable by you, the dates on which and the method by which they will be paid.

Total fees payable by applicant (£)	Amount payable by 27 August 2010 (less deposit of £100) (£)	Amount payable by 20 December 2010 (£)	Intended method of payment

The bank details for the Institute of Law are as follows:

Account Name: Institute of Law
Bank: HSBC
Branch: St Helier
Sort Code: 40-25-34
Account Number: 12245620

Please give your name as the payment reference when making the transfer(s), so that payments can be matched to the correct student.

CONDITIONS OF ENROLMENT AND INFORMATION REGARDING FEES

Please read these carefully.

1. The fees cover the provision of study guides, tuition, access to a virtual learning environment, use of private study space and the prescribed fee for the first attempt at the examination of each module. For some modules, students may need to pay for additional textbooks.
2. GST is not payable on the fees charged to students by the Institute of Law because the Institute is a charity.
3. Payment of fees is the personal responsibility of the applicant, irrespective of any arrangements for contribution between the applicant and his/her employer.
4. The Institute of Law reserves the right to increase fees from time to time.
5. The Institute of Law reserves the right to cancel or amend any course/module.
6. Students agree to attend all tuition sessions. If a student cannot attend a tuition session he or she shall inform the Institute of Law Manager promptly and in advance. Students whose fees are paid by an employer agree that the Institute may inform the employer of their attendance or non-attendance on any module.
7. A student who gives written notice of their intention to withdraw from the whole Jersey Law Course or a module 14 days or more before the relevant fee becomes payable will receive a refund.
8. A student who is enrolled on the one-year course may give reasonable written notice of intention to change his/her enrolment from the one-year course to the two-year course. In such a case, the student shall pay any difference in fees occasioned by the change.

REFERENCES

If you do not hold a law degree or graduate diploma in law, please provide the contact details of an academic or professional referee who can attest to your suitability to undertake a course of professional study of law.

Name of referee:

Address:

Tel. No.:

E-mail address:

Relationship to applicant (e.g. employer, former university tutor):

DATA PROTECTION STATEMENT

The information you provide will be processed for the purpose of administration, careers, guidance and statistical purposes. To ensure confidentiality and privacy, all processing will be carried out under the requirement of the Data Protection (Jersey) Law 2005. The Institute of Law may enter into data sharing agreements with other parties, as necessary for the above purposes. If you would like to know more about this, please contact the Institute of Law. Should you require us to seek your individual consent to these disclosures please advise us in writing at the following address:- Institute of Law, Law House, 1 Seale Street, St Helier, Jersey JE2 3QG.

The Institute of Law may occasionally wish to send you information by e-mail relating to other activities of the Institute of Law which may be of interest to you (such as CPD sessions, lectures, conferences, etc.). Please delete as applicable below.

I DO/DO NOT wish the Institute of Law to use the e-mail address provided by me in this application form for the purpose of sending me information relating to its other activities.

DECLARATION AND SIGNATURE

I certify that the details in this application form are current and correct to the best of my knowledge. I enclose a passport sized photograph and a cheque made payable to "The Institute of Law" for £100.

Signature of Applicant:

Date: