

## Application Form

Please complete the application form and submit the form together with your remittance to Distinctive Partnerships Limited at the address below



### Personal Details

Title : Mr/Mrs/Miss/Ms/Dr/Other

Qualified Solicitor

Yes

No

Date of Admission

Forename/Given Name

Telephone Number

Surname

Mobile Number

Date of Birth

Email Address

Firm

Job Title

Business Address

Correspondence Address – If different from Business Address

### Courses

Course 1 Name

Course 2 Name

Course 3 Name

Course 4 Name

Why did you choose this course?

Please indicate any special reason for choosing this course or any special instructions for Distinctive Partnerships.

I enclose the course fee/fees Cheque payable to Distinctive Partnerships Limited for £ .....

Please ensure you have included VAT on the total payment.

I agree to the terms and conditions overleaf.

Authorising Signature .....Date.....

## Terms & Conditions

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- 1 All fees for registration on a course must be payable direct to Distinctive Partnerships Limited. (Distinctive Partnerships) Payment should be made by cheque payable to Distinctive Partnerships and must accompany the application form for a place to be reserved on a course. Fees must be paid in advance of the commencement of the course or as agreed with Distinctive Partnerships Limited.
- 2 All copyright on material provided by Distinctive Partnerships is the property of Distinctive Partnerships.
- 3 Distinctive Partnerships fees do not include additional events hosted by Distinctive Partnerships or additional tutorials over the maximum specified in a particular course.
- 4 Confirmation of your booking will be sent by post or email within 5 working days of receipt by Distinctive Partnerships.
- 5 Distinctive Partnerships reserve the right to revise fees at any time prior to, but not after, payment for a course.
- 6 The full fee will be charged unless written notice of cancellation is received prior to the first telephone tutorial taking place. A refund of fees will be made less £155 plus VAT for administration charges.
- 7 Distinctive Partnerships reserve the right to cancel a course or change the schedule of a course, at any time up to commencement of the course. In the event of a cancellation of a course by Distinctive Partnerships prior to commencement, a full refund will be given.
- 8 Distinctive Partnerships shall not be liable to any participant for any claims arising from or related in any way to the provision of action solution based learning programmes for any sum greater than £1m for which sum Distinctive Partnerships maintain Professional Indemnity cover. If a participant requires potential liability to exceed this figure, an additional fee will be required from the participant calculated according to the additional amount of liability required.
- 9 Distinctive Partnerships accepts no liability to provide additional tuition due to participant's absence due to illness or injury delaying completion of the course within the specified period, unless agreed in advance with the course tutor.
- 10 It is the responsibility of the participant to telephone the tutor at the time of the agreed tutorial. All requests for tutorials should be made to Distinctive Partnerships.
- 11 Extra fees will be charged for additional tutorials requested over and above the maximum period specified in a course. These fees will be agreed in advance.
- 12 Distinctive Partnerships reserve the right to refuse any applications without giving reasons.
- 13 Tutor support is for the duration of the course outlined in the Course Programme. Extensions may be agreed at the sole discretion of Distinctive Partnerships.
- 14 CPD hours can be claimed from the Solicitors Regulation Authority (SRA) as indicated in the course programme.
- 15 The accreditation assessment may change if changes are imposed by the SRA.
- 16 In the event that a course programme involves research of or application of regulatory requirements it is the responsibility of the participant to ensure that references relate to the most up to date version of the regulations.
- 17 Where a course tutor is not able to provide tutorials throughout the whole of a course programme through reasons beyond the control of Distinctive Partnerships, another experienced tutor will be made available to complete the programme.
- 18 On completion of each course Distinctive Partnerships' Course Director will undertake a quality check of each participant's assessment.
- 19 Distinctive Partnerships will write a letter to the participant on completion of the course no later than 20 working days after receipt of submission of the documents and final assessment from the course tutor. This letter will confirm with the number of CPD hours credit.
- 20 Data Protection: Distinctive Partnerships may periodically contact you with details of programmes and services that may be of interest to you. We respect your privacy and do not give your details to any other company or third party other than the tutor responsible for your tutorials. We may also be required under regulation to provide information to the SRA relating to CPD. All personal information is managed with utmost confidentiality.