

Professional Legal Training Skills Courses and Assessments - Delegate Terms and Conditions

These are the terms and conditions (these "Terms") on which all professional legal training courses and assessments will be provided to delegates by College of Law Services Limited, a company registered in England with company no. 07933854 and whose registered office is at 2 Bunhill Row, Moorgate, London England EC1Y 8HQ ("COLS"). COLS is part of The University of Law Limited ("Ulaw") group of companies.

The professional legal training courses and assessments available from COLS will include (but are not limited to) the professional skills course modules and assessments listed at <https://www.law.ac.uk/study/legal-training/professional-skills-course/>, the ACTAPS, Higher Rights of Audience course and assessment and any other professional legal services that may be offered as a professional skills training course and/ or assessments (referred to collectively as "Professional Legal Training" in these Terms).

Please read these Terms carefully before either completing the online booking process for your chosen Professional Legal Training or submitting a paper booking form to us. By proceeding to complete a booking for Professional Legal Training

COLS (which is based on these Terms) and any applicable Cooling Off Period (as described in paragraph 5 of these Terms) will start on the date the Purchase Confirmation is sent to you.

1.4. It is your responsibility to ensure that you have:

1.4.1. checked the suitability of the Professional Legal Training for your needs before booking with COLS;

1.4.2. ensured

2.3. COLS will take all reasonable steps to cater for any accessibility or learning requirements you may have for the Professional Legal Training you have booked. You must notify COLS of any such requirements either through our Online Booking System or by emailing COLS at pdpublic@law.ac.uk (quoting your booking reference and specifying your exact requirements). COLS requires as much notice as possible of any such accessibility requirements in order for there to be sufficient time to make any necessary adjustments for you. COLS cannot guarantee availability of support at short notice. If you have not told COLS about your specific requirements or do not give COLS sufficient notice, COLS may not be able to implement your support needs according to your accessibility requirements at the start of your Professional Legal Training.

3. Professional Legal Training Specific Requirements

3.1. Some Professional Legal Training may require you to meet eligibility criteria prior to being able to participate in them. Where this is the case, COLS will either indicate this to you in correspondence or it will be included in the Course or Assessment information set out in the Online Booking System where you book online, or otherwise, in your Booking Form for the relevant Professional Legal Training ("Eligibility Requirements"). For further information

UK inflation rates and other costs. COLS reserves the right to change the Professional Legal Training fees from time to time.

4.4.

- 5.4. Please note that you may have other rights to end your contract with COLS and cancel your place on any Professional Legal Training outside of the Cooling Off Period. These additional rights and details on how you can exercise them are set out in paragraph 6 of these Terms.

How to Cancel during the Cooling Off Period

- 5.5. To exercise your right to cancel your place within the Cooling Off Period you need to make a clear statement to us that you wish to cancel. You or your sponsors can let us know that you wish to cancel during the Cooling Off Period by sending a clear statement by email to pdpublic@law.ac.uk or for ACTAPS courses to ACTAPS@law.ac.uk.
- 5.6. If you need help making your statement clear, you may also fill out COLS' model cancellation form [here](#) but it is not obligatory to do so. If you wish to use this form, you may return it to us by email to pdpublic@law.ac.uk or for ACTAPS courses to ACTAPS@law.ac.uk. You may request a model cancellation form by email from pdpublic@law.ac.uk or ACTAPS@law.ac.uk for ACTAPS courses.
- 5.7. The date on which we receive your request to cancel your contract with us will be the date of cancellation. If you cancel by email, we will send an acknowledgement email for your cancellation request by email within 14 days of receiving your request to cancel.

Refunds during the Cooling Off Period

If your Professional Legal Training has yet started:

- 5.8. If you tell us you want to cancel within the Cooling Off Period and your Professional Legal Training has not yet started, we will refund to you in full any part of the Professional Legal Training fees that you have already paid.
- 5.9. You will not be responsible for paying any further sums to us.

If your Professional Legal Training has started:

- 5.10. If you tell us you want to cancel within the Cooling Off Period but:
- 5.10.1. after your Professional Legal Training has already taken place, you will be liable to pay the full fees and will not be entitled to any refund; or
- 5.10.2. any part of your booked Professional Legal Training has already started (but is not yet finished)

6. Bringing your contract to an end and cancelling a place on any Professional Legal Training outside of the Cooling Off Period
 - 6.1. To bring your contract with COLS to an end or cancel your place on your Professional Legal Training outside of the Cooling Off Period:
 - 6.1.1 you (or your sponsors) must send an email to pdpublic@law.ac.uk; or,
 - 6.1.2 for ACTAPS courses, you or your sponsors must send an email to ACTAPS.u66S

7.1.5. if the running or continuation of your Professional Legal Training or assessment becomes unviable or practically impossible for COLS.

- 7.2. If COLS brings the contract to an end for something that you have done wrong (as listed in paragraphs 7.1.1 to 7.1.3) you will not automatically be entitled to a refund of any Professional Legal Training fees that you have already paid. Any refunds that are given will be at the discretion of COLS (who will act reasonably and consider all the circumstances in deciding whether or not to give you a refund).

- 8.3.1. transfer to different Professional Legal Training available within COLS (if relevant); or
- 8.3.2. cancel your place on your Professional Legal Training and end your contract with COLS without incurring any penalties. If you wish to do this, you must give COLS written notice within 14 days of being notified by COLS