



# NALP Higher Certificate Distance Learning Course Enrolment Form

## Personal Details

Title: .....First Names.....  
Surname.....  
Home Address.....  
.....Post Code.....  
Tel Nos: Home.....Office.....Mobile.....  
Home email address.....  
Work email address.....  
Name and address of your employers.....  
.....

**If your employer is funding this course, we will require a letter from them, signed by an authorised signatory**

## Study Options

### PLEASE COMPLETE THE FOLLOWING:

I wish to order the following course material: **Please tick the appropriate boxes:**

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> <b>GP 1:</b> General Principles of Law Module One (Five Units)                   | £440                                |
| <input type="checkbox"/> <b>GP 2:</b> General Principles of Law Comprehensive Course Material             | £ 85                                |
| <input type="checkbox"/> <b>PL 1:</b> Procedural Law Module Two (Five Units)                              | £440                                |
| <input type="checkbox"/> <b>PL 2:</b> Procedural Law Comprehensive Course Material                        | £ 85                                |
| <input type="checkbox"/> <b>HCI:</b> General Principles of Law Module One and ] Procedural Law Module Two | £840                                |
| <input type="checkbox"/> <b>HC2:</b> Comprehensive Course Material  | £170                                |
| <input type="checkbox"/> <b>SC 1:</b> Single Subject Course .....   | £222 (Please indicate which course) |
| <input type="checkbox"/> <b>SC 2:</b> Single Subject Course material                                      | £ 43                                |

**Pay by instalments. See options below.**

### Payment Options by Cheque: Please make cheques payable to: "NALP"

- I wish to **pay in full** for a **Module** and enclose a payment of (£445+ £80) £525
- I wish to pay by **instalments** for a **Module** and **enclose herewith deposit cheque** for £225 and request a standing order mandate for the six monthly payments of £50.
- I wish to **pay in full** for **Both Modules** and enclose a payment of (£840+ £170) £1010
- I wish to pay by **instalments** for **Both Modules** and **enclose herewith deposit cheque** for £350 and request a standing order mandate for the 12 monthly payments of £55.
- I wish to **pay in full** for a **Single Subject** and enclose a payment of (£222+ £43) £265

### Online Payment Options:

- I have **paid in full online** for a **Module** the payment of (£445+ £80) £525
- I wish to pay by **instalments** for a **Module** and have **paid a deposit online** of £225 and request a standing order mandate for the six monthly payments of £50.
- I have **paid in full online** for **Both Modules** the payment of (£840+ £170) £1010
- I wish to pay by **instalments** for **Both modules** and have **paid a deposit online** of £350 and request a standing order mandate for the 12 monthly payments of £55.
- I have **paid in full online** for a **Single Subject** the payment of (£222 + 43) £265

**NB: Overseas Students will be required to pay additional postage costs**

**TUITION AGREEMENT:** These terms constitute a binding agreement between you and The Association and **by signing this form you are fully aware of these obligations.** **Delivery Policy:** Upon receipt of the course fees, or if paying by instalments on receipt of the initial payment, the course material is delivered by email within seven working days. **Refund / Return / Cancellation Policy:** A student can cancel within 10 days of the receipt by them of the study material supplied and will receive a refund of the full amount paid, less the sum of £150 to cover administration costs and study materials. No refunds will be made in any other circumstances. **Privacy Policy:** All financial details (Credit or Debit Card numbers) are not, and will not be stored by us and will be destroyed as soon as the financial transaction has been completed. **Marking Policy:** You have to pass all tests and assignments to gain the full qualification. You have 3 attempts at each. Failure to achieve a pass mark on the third attempt will require a student to re-sit that particular assignment or test and this will incur a further fee. Re-sit fees are: £20 per assignment and £15 per test. **Copyright:** Copyright of all course material remains that of NALP. Course material may not be reproduced in whole or part by any method, without prior written permission from NALP. Unauthorised reproduction or transmission of any part of course material will be considered a breach of copyright. **Membership:** Students have one year membership to NALP. Students will be advised to renew annually whilst studying. Upon successful completion of the course any remaining months will be upgraded to the appropriate level of membership. **Time Management:** You are responsible for managing your own learning and must timetable your own studies. There is no set time for completing the course. Any failure by you to manage your own studies or any personal circumstances which may mean that you are unable, for any reason, to continue your studies, or your studies fall behind, are no reasons for failing to pay any instalments as and when they fall due or any grounds for cancelling the course.  
**NALP is a company Limited by guarantee and not for profit, No. 07028255. Registered Office: 3.08 Canterbury Court, 1-3 Brixton Road, London, SW9 6DE**

By signing below I agree to be bound by the terms of the Association stated above  
Qualifications: I declare that I have read and meet the entry requirements for this course.

Signed.....Date.....

Name.....(Please Print)

**Please return by post to:** Admissions, The National Association of Licensed Paralegals, 3.08 Canterbury Court, 1-3 Brixton Road, London, SW9 6DE  
T: 020 3176 0900 E: [info@nationalparalegals.co.uk](mailto:info@nationalparalegals.co.uk) W: [www.nationalparalegals.co.uk](http://www.nationalparalegals.co.uk)



## Higher Certificate in Paralegal Studies (Distance Learning Course)

### Syllabus

The syllabus consists of two Modules, each Module having five Units. In all, therefore, there are ten subject areas to study:

#### Module 1: General Principles of Law

The English Legal System; the Law of Contract; the Law of Tort; Criminal Law; Wills, Intestacy and Family Provision.

#### Module 2: Procedural Law

Civil Litigation; Criminal Practice; Matrimonial and Civil Partnership Disputes; Conveyancing; Succession.

An exemption can be given in respect of Module 1 if the student can show that they have similar qualifications of like standard.

### Assessment

Each unit is divided into lessons and has a multiple choice achievement test and one or more assignments. The tutor will answer any queries that the student may have and give unlimited help and guidance if there is anything that the student may not fully understand.

In order to obtain the Higher Certificate in Paralegal Studies the student is required to satisfactorily complete all the test and assignments in both modules (unless he/she is ex-empted from the General Principals of Law Module).

### Entry Requirements

One of the following is required  
Two GCSE's at Grade B or above  
Four GCSE's at Grade C or D  
BTEC 1st Diploma (NVQ/GNVQ Level 2 or above)  
ILEX Level 2 or Level 3 Qualifications  
Other equivalent (Please specify)  
Mature Student (A signed declaration will be required)  
A good command of written and spoken English is required.

### Cost

**General Principals of Law (Module One)** £525 or deposit of £225 and six monthly instalments of £50

**Procedural Law (Module Two)** £525 or deposit of £225 and six monthly instalments of £50

**Both Modules** £1010 or deposit of £230 and 12 monthly instalments of £65

**Single Subject** One payment of £265

### Enrolment

Enrol online by going to [Enrolment & Payment](#) or telephone Admissions on 020 3176 0900.

**Delivery Policy:** Upon receipt of the course fees, or if paying by instalments on receipt of the initial payment, the course material is delivered by first class post or emailed within twenty-one days. **Refund / Return / Cancellation Policy:** A student can cancel within 10 days of the receipt by them of the study material supplied and will receive a refund of the full amount paid, less the sum of £25 to cover administration costs, provided that the said study material is returned in 'as new' condition. No refunds will be made in any other circumstances. **Privacy Policy:** All financial details (Credit or Debit Card numbers) are not, and will not be stored by us and will be destroyed as soon as the financial transaction has been completed.