**SOLAS EVENING COURSE**

**SESSION 2018/2019 ENROLMENT FORM**

(**Please complete in BLOCK CAPITALS**)

|  |  |
| --- | --- |
| **NAME:** |  |
| **ADDRESS OF EMPLOYER (Please use DX where possible):** |  |
| **EMAIL ADDRESS:** |  |
| **TELEPHONE NUMBER:** |  |

Please indicate which module(s) you wish to attend.

|  |  |  |
| --- | --- | --- |
| **Module** | **Cost** | **Area** |
| **Cashroom accounting****(classes start w/c 3 September)** | £350 | Aberdeen/ Dundee/ Edinburgh/ Glasgow/ Inverness / Webinar |
| **Executries** **(classes start w/c 3 December)** | £350 | Aberdeen/ Dundee/ Edinburgh/ Glasgow/ Inverness / Webinar |
| **Feeing****(classes start w/c 3 April)** | £150 | Aberdeen/ Dundee/ Edinburgh/ Glasgow/ Inverness / Webinar |
| **Cost if attending all three modules**  | £675 | Aberdeen/ Dundee/ Edinburgh/ Glasgow/ Inverness / Webinar |
| **TOTAL FEE PAYABLE** | £ |

Cheques must be made payable to ***The Law Society of Scotland***

Signature: .............................................. Date ..................................

TO:

Deb Barber

Education, Training and Qualifications Department **or** DX ED 1

The Law Society of Scotland EDINBURGH

Atria One

144 Morrison Street

EDINBURGH EH3 8EX

# DEADLINE FOR ENROLMENTS ARE AS FOLLOWS;

# Cashroom accounting 10 August / Executries 16 November / Feeing 08 March

Please note that if you withdraw from the course before the session commences, a refund of fees will only be given if written notification has been received by 31st August 2019.

GDPR, Data Protection Act 2018. For information about how we use your personal data see our [privacy policy](https://protect-eu.mimecast.com/s/xKPiCnZJlCm9YjUpK_oo?domain=lawscot.org.uk) at [www.lawscot.org.uk](https://protect-eu.mimecast.com/s/ngsiCoYJmIv20ZI7UTbO?domain=lawscot.org.uk)

**Terms and Conditions**

**Respect and Integrity**

Given that students are working toward a professional qualification and may be representing their firm, it is expected that students behave in a respectful and considerate manner toward their lecturer and fellow students.

**Attendance**

If classes are missed then it is the student’s responsibility to catch up in their own time. It would not normally be expected that students miss three classes consecutively.

**Funding**

If an employer is funding the course then all correspondence will be sent to the Firm’s address.

**Please note:** If a course is funded by an employer; The Lecturer, Area Organiser or Joint Board reserve the right to inform the employer if the Terms and Conditions are not adhered to.

The Lecturer reserves the right to remove disruptive students from the course if they fail to meet the expected standards. If a lecturer removes a student from a class for any reason they will advise the Joint Board of this.

If students are experiencing issues which cannot be resolved by their lecturer, they should contact their Area Organiser.