

INTERNATIONAL CENTER FOR LEGAL STUDIES, LLC

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(06/19)

2019-2020 ICLS STUDENT LICENSE AGREEMENT – (6 PAGES TOTAL)

ONLINE e-LEARNING PROGRAMME

I, the undersigned student (hereinafter the “Student” and “Licensee”), agree to be bound by the following terms of this Student License Agreement:

ICLS’s Role in the Student’s Education

I acknowledge and understand that the International Center for Legal Studies, LLC. (hereinafter “ICLS”), provides online recorded lectures, notes which accompany recorded lectures, interactive tutorial-discussion boards, monthly assignments, mock exams marked to exam standard, revision lectures, and one-on-one mentoring, licensed for my use to assist me in obtaining a quality legal education, in exchange for the payment of tuition and other fees as indicated in this Student License Agreement and the ICLS Registration Application. ICLS is neither a university nor college nor an agent of a university or college. Admission to ICLS does not confer admission to any other institution. My registration with ICLS is independent of registration with the University of London or other University law program (hereinafter the “University”). However, ICLS may endeavor to assist me in such cross-registration process with the University that shall confer the law degree upon my successfully fulfilling that University’s academic requirement for admission. Courses are subject to student demand.

_____ student & sponsor’s initials

My Role In My Education

I acknowledge and understand that I am ultimately responsible for my education and therefore agree to abide by the following ICLS e-Learning requirements in order to enhance my chance for success:

- Attend all ICLS online recorded lectures at least once.
- Print out and read all accompanying lecture notes.
- Complete and submit all monthly assignments when due.
- Complete and submit all ICLS mock essay exam assignments when due.
- Complete all reading requirements of the University of London and ICLS.
- Participate on the discussion/forum bulletin board(s) for subject(s) in which I am enrolled, at least twice per month.
- Submit any and all other assignments within the deadlines set forth by the University of London and ICLS.
- Provide to ICLS, **immediately, ANY change in my address, phone number, email address, fax number, etc.**
- Late enrollment: if I enroll after November 15th of any given term I promise to make up the assignments that preceded my enrollment by January 5th of the following year. It is my responsibility alone to catch up with my ICLS classwork.
- I understand that plagiarism is an academic offence which may be cause for dismissal from ICLS.
- I understand that I am solely responsible for ascertaining any bar admission rules that apply to the jurisdiction where I may seek admission.
- **I understand that ICLS strongly advises that if I work, have family or social commitments, that I enroll in no more than 3 courses per year. I am advised that the risk for underperformance or failure by taking additional courses per year is high.**

Additionally, I acknowledge and understand that it is my responsibility to be aware of, and comply with, any and all requirements of the University program in which I am cross-registered. ICLS will endeavor to assist me in this process. However, I alone am ultimately responsible for compliance with such University and ICLS procedures and therefore agree to hold ICLS harmless in the event such non-compliance has adverse consequences.

_____ student & sponsor’s initials

Personal Capability:

I acknowledge and understand that ICLS will not train me in basic computer literacy. I am expected to come to the ICLS program already possessing fundamental computer literacy skills, including:

- word processing and keyboarding

- a sound knowledge of the procedures for sending/receiving e-mail, including e-mail with attached files.
- a sound knowledge of navigating and conducting information searches within the World Wide Web.
- a fundamental awareness of common computing terms.
- general familiarity with hardware, software, and operating system environment. _

_____ student & sponsor's initials

Exclusive Use of ICLS Materials

I acknowledge and understand that my enrollment with ICLS entitles me as Licensee, to use the ICLS e-learning platform, access lectures and discussion boards, all materials, whether written, visual, audio and/or digitally produced materials, passwords, access codes, etc. Such use is granted under this Student License Agreement and limited to my personal, non-commercial use alone and may not be shared, disclosed, transferred, copied, given, distributed or sold to any other person(s), entity(ies), or public forum. ICLS materials are copyrighted and its' product, materials, processes, personnel, clients and partners are to be kept *strictly confidential* and are restricted for my sole benefit alone and for the purposes of assisting me in obtaining a legal education and are not to be discussed or disclosed to any other person(s), entity(ies), public forum(s) or for commercial purposes. All ICLS lectures, discussion boards, and any and all materials whether audio, visual, online or hard copied, are the exclusive intellectual property of ICLS. Any unauthorized use of such property is expressly prohibited under penalty of law.

_____ student & sponsor's initials

Limitation on Liability

All or any part of the software and hardware components and Internet services provided by ICLS are collectively named the "e-Learning platform." I acknowledge and understand that the Internet and other computer hardware or software have inherent limitations that may cause interruption or prevent access to the e-Learning platform provided by ICLS. ICLS makes no warranties, express or implied, and further does not warrant the operation of the e-Learning platform will be error free, free of viruses, or that defects in the e-Learning platform can be corrected. However, ICLS will make every reasonable effort to correct issues with the platform where possible.

I acknowledge and understand that ICLS shall not be liable to me or any third party for any incidental, special, indirect or consequential damages, including but not limited to, damages for loss of data, loss of programs or any other losses or damages arising out of the use or inability to use the ICLS or University e-learning platform and content, including but not limited to any failure of performance or incorrect information given by ICLS lecturers, tutors and staff.

I acknowledge and understand that the entire liability of ICLS to me, arising out of any legal claim (whether in contract, tort, by statute or otherwise) in any way connected with the use or inability to use the ICLS e-Learning platform shall not exceed the amount equal to the refund of any fees paid to ICLS for using the e-Learning platform – pro-rated, less any non-refundable fees. I hereby release ICLS from any and all obligations, liability, claims or demand in excess of this limitation.

I acknowledge and understand that if I am in breach of any part of this Student License Agreement, ICLS, at its' discretion, may terminate my access to the ICLS classrooms and study materials, and/or seek legal remedies, and I alone am solely liable for all attorney fees and court costs incurred, including such attorney fees and court costs as may be incurred by ICLS in pursuing its' legal remedies. By signing this License Agreement **I acknowledge that the Courts of the State of North Carolina, USA, have exclusive jurisdiction regarding any dispute arising from this Student Licensing Agreement. The laws of the State of North Carolina, USA, shall prevail in any dispute under this agreement.**

_____ student & sponsor's initials

TUITION FEE AGREEMENT

Non-Divisibility of Fees

I acknowledge and understand that all costs and fees of this Student Licensing Agreement are non-divisible and based on my enrollment for **one ICLS academic year which terminates on June 15th of said academic year.** I further acknowledge and understand that by signing this I am legally bound to pay the entire annual fee even if I should withdraw or choose not to attend classes, subject to the terms of ICLS withdrawal & refund policy as set forth below.

_____ student & sponsor's initials

My "Start Date" at ICLS begins either September 1st of each academic year, upon notification of my acceptance into the ICLS program, or the date of the ICLS email providing me my ICLS access codes, whichever comes first. I understand that I have 10 (ten) days from my Start Date to change my subject courses. After such 10 day period, if I desire to **change the subject courses in which I am enrolled,**

I will pay a \$150 administrative fee (non-refundable) for each subject course I wish to change. The published “tuition rates” existing at the time of my original enrollment with ICLS will remain the same during my *continued* studies with ICLS. All application & processing fees are nonrefundable.

_____ **student & sponsor’s initials**

Withdrawal-Refund Policy

I acknowledge and understand that if I have been given an offer from the University of London (or other University) and I withdraw from the ICLS program within three days of my ICLS Start Date (Start date is Day 1), I will be entitled to a 100% refund of my paid ICLS tuition, LESS any non-refundable fees (\$300 Application fee/\$200 Installment Plan fee), plus a Withdrawal fee of \$200 (International Withdrawal fee \$300) and a Processing fee of \$300 (International Processing Fee \$300). If I withdraw anytime after Day 3 but before ten days of my ICLS Start Date (Start Date is Day 1), I will be entitled to a 50% refund of my paid ICLS tuition, LESS any non-refundable fees and other fees as hereinabove. If I withdraw after ten days from my Start Date (Start Date is Day 1), I will not be entitled to any refund of any portion of my paid tuition whatsoever, and will remain liable for any outstanding tuition balance due ICLS for the remaining academic year. If I am enrolled in ICLS and have full access to ICLS e-learning components but choose not to attend any ICLS classes or access ICLS e-learning components, I am not entitled to any refund whatsoever. No refund will be given to withdrawing students who have been given an offer from the University of London (or other University), or those whose Start Date with ICLS is after November 15th of the school year. Withdrawal Refunds for wire transfers will include the wire transfer fee to be paid by Student.

If I am pre-registered (early enrollment) for any ICLS academic year, and I am given an offer by the University of London (or other University), and I have had access to lectures, bulletin boards, live lectures, and any other ICLS e-Learning components prior to or during that academic year, I am entitled to no refund, even if I choose not to attend any ICLS classes. If I am pre-registered for any ICLS academic year and I have had access to lectures, bulletin boards, live lectures, and any other ICLS e-learning components prior to or during that academic year, and I have NOT been given an offer by the University of London (or other University), I am entitled ONLY to a pro-rated refund based on a 10 month ICLS school year LESS the non-refundable fees contained here plus the \$200 Withdrawal Processing fee (\$300 international refund fee). If I am pre-registered for any ICLS academic year, the date my ICLS access codes are emailed to me is my Start Date and my school year has begun.

_____ **student & sponsor’s initials**

Once a student’s school year has begun, and if a student has received an offer from a University, a student’s decision not to attend ICLS classes or use the ICLS tools will have no bearing on this Student License Agreement, which will remain in full force and effect; if a student decides not to complete assignments and other student obligations cited in this Student License Agreement or not use the ICLS tools made available to them and attempts to receive a credit card charge-back from ICLS, student and/or sponsor will be liable for all reasonable costs and attorney fees incurred by ICLS related to said charge back or to enforce this Student License Agreement.

Once a Student’s school year has begun, if Student desires to defer their ICLS’ studies to the next year’s term, (one year beyond the current registered term) Student will make such Deferment request *in writing* and will pay the ICLS Deferment Fee of US \$500. The following term, Student will pay the ICLS Reinstatement Fee of US \$300 in order to reactivate Student’s ICLS codes and re-register for the new term. Students may request Deferment of their ICLS studies *any time up until January 15th of their study year*. After January 15th of any ICLS academic year, student will not be permitted to defer their studies. Early enrollment students will not be permitted to defer their studies after 3 months of access to the ICLS e-learning classrooms.

Payment terms for various course loads are described in detail on the ICLS Registration Application Form, which Student will complete and submit with this Student License Agreement. ALL MONIES PAYABLE TO ICLS ARE PAYABLE IN US DOLLARS. ALL MONIES PAYABLE TO THE UNIVERSITY OF LONDON OR OTHER UNIVERSITY IN WHICH STUDENT IS CROSS-REGISTERED ARE PAYABLE IN THE CURRENCY OF THE COUNTRY WHERE THE UNIVERSITY IS BASED.

Unless otherwise agreed in writing, ICLS tuition for the year 2019-2020 (or tuition or pre-registration for any other year) is due in full, along with a \$300.00 non-refundable Registration Application fee, the submission of this completed Student License Agreement and completed Registration Application Form, in order for Student to be registered with ICLS and given access to ICLS’ Online e-Learning platform.

_____ **student & sponsor’s initials**

If Student has a hardship & receives WRITTEN permission from ICLS, they may make tuition payments in 2 installments as follows:

- The first installment of one half (½) of Student’s tuition fees, PLUS a \$200.00 installment payment processing fee, PLUS the \$300.00 Registration Application fee, is due with this completed Student License Agreement and the ICLS Registration Application Form - Part I.

- The second installment (the remaining balance) of tuition is due in full on the date agreed to in writing by ICLS, or if not agreed to in writing, then within 30 days of the date of signing of this Student License Agreement.
- The Registration Application fee of \$300.00 and the installment plan fee of \$200.00 are **non-refundable**.

_____ student & sponsor's initials

If Student does not pay tuition fees within 10 days of the payment due date (i.e., payment is more than 10 days past due) ICLS may deactivate Student's access codes and prohibit Student from entering the ICLS lectures, tutorial/bulletin boards and Student will receive no refund of any monies paid to ICLS. If access codes are terminated due to non-payment of tuition, in order to reactivate ICLS access codes, the tuition balance must be paid in full, along with a \$300 reactivation processing fee. If ICLS agrees in writing to extend time to pay, ICLS may, at its' discretion, charge an additional \$100 late payment fee for each extension.

_____ student & sponsor's initials

If any payment Student makes to ICLS is rejected by the bank or credit card service company, Student will pay ICLS a \$100 processing fee for any such returned checks or declined credit card transaction.

GUARANTEE

_____ student & sponsor's initials

ICLS guarantees that as long as Student uses ALL the tools provided by ICLS, Student will pass every final University examination they prepare for using ICLS's e-learning system or Student may retake the ICLS courses in the subjects failed, at a reduced cost of 20% (twenty percent) less than the cost of ICLS's regular tuition fees. This guarantee is subject to Student fulfilling the following obligations:

1. Student must attend all online recorded lectures, and download and read all accompanying notes for the subjects in which Student is enrolled ("Student courses").
2. Student must purchase or acquire all required textbooks for all Student courses and complete all required reading assignments, as required by both the University and ICLS.
3. Student must complete all ICLS and University of London essays and/or homework assignments when they are due, and must participate at least twice monthly in any online discussion board for Student courses.
4. Student must maintain a passing average for submitted essay exam assignments.
5. If Student fail their UOL exams, Student must request a resit of the University of London or University to retake the University examination, and if offered, must retake the examination.
6. If Student opts to NOT resit exams or to defer exams, they may retake the ICLS courses at a reduced cost of 10% less than the cost of ICLS's regular tuition fees as long as Student has complied with numbers 1-4 of the Guarantee herein.
7. Student must immediately notify ICLS of any problems or issues they may encounter with their e-Learning studies.
8. Student must immediately notify ICLS of ANY change in their address, telephone, fax, or email address and provide any such new information immediately to ICLS, and provide any relevant information as requested by ICLS.
9. If Student is a late enrolling student, it is Students sole responsibility to make up all outstanding & previously due work.
10. The term "continuing studies" as used in this Agreement and in the ICLS Registration Application shall mean that a Student continues their studies with ICLS year after year, sequentially, with no break in, or deferment of, their studies.

_____ student & sponsor's initials

THE ICLS TOTAL e-LEARNING PACKAGE INCLUDES - (24 hours a day, 7 days per week):

- **RECORDED LECTURES FOR EACH SUBJECT**

Welcome introductory and basic foundation lectures [Orientation & Legal Writing, Legal Research]
 + monthly course material lectures *per subject* + *revision lectures just before examinations*
 + Tutor notes which accompany each recorded lecture (when necessary, lectures are updated & revised yearly)

- **Q&A DISCUSSION BOARD**

This Question & Answer discussion board feature is invaluable for students to further connect with their studies, their tutors and their fellow students. This is a place where students can virtually "raise their hand" and ask questions of your tutor or fellow students or engage in a discussion thread.

- **TUTOR MESSAGE FORUM: TUTORIAL ASSIGNMENTS FOR EACH SUBJECT**

There is a Tutor Message Forum for each course subject. Tutors pose monthly legal questions, Student completes assignment, then tutors randomly choose one assignment, analyze and critique it providing commentary, and then provide a “suggested answer.” Students should print out each assignment session and add the material to their notes. This is a place where students can begin to learn the invaluable skill of essay writing for their University examinations.

- **2 MOCK EXAM ASSIGNMENTS PER SUBJECT**

Students receive 2 mock exam assignments per enrolled subject, per year. These assignments are performed under timed examination conditions, PDF scanned and uploaded by each student in their course room to be MARKED TO EXAM STANDARD by ICLS tutors, critiqued and returned with the tutor’s comments to guide and assist students in identifying areas of strength and weakness and where they need to focus and improve their exam performance. These mock exam assignments will also be reviewed by the assigned Mentor and Student, in conference, which will provide invaluable guidance and critical legal writing practice in preparing for their University Law Exams. In order to be graded, and to have conferences with the Mentor regarding same, Student MUST submit their mock examinations *by the deadline cited for such assignment*.

_____ **student & sponsor’s initials**

If students wish to participate in further essay assignments, arrangements can be made if Students contact ICLS Admissions office.

_____ **student & sponsor’s initials**

ICLS CONTACT - keeping in touch

During the course of studies Student will hear from ICLS frequently. ICLS will email, telephone, post items and news on the forum boards and generally keep in touch to remind Students of upcoming lectures, deadlines for assignments, provide study tips, provide exam tips, give notice of any change in schedule, etc. ICLS **requires** that you contact ICLS with notice of any questions you may have, any issues you feel need to be addressed, to request guidance in your studies, and to provide feedback. **It is the Student’s responsibility to inform ICLS with notice of any issues Student may be having with their studies.** ICLS can’t help you if we don’t know what your concerns are.

_____ **student & sponsor’s initials**

- **INDIVIDUAL MENTOR/ADVISOR**

Each student will be assigned an individual mentor/advisor throughout their tenure at ICLS. Students are required to communicate with their mentor at least once every two months.

The Student understands and agrees that ICLS is an online tutorial programme teaching for the University of London. ICLS may offer in-person teaching via seminar/workshops throughout the year (subject to Student demand), during scheduled weekends in the locations published on the ICLS schedule and website. In-Person Legal Reading, Research & Writing Workshops, when scheduled, are available to ICLS students at no additional cost. If a Student cannot physically attend such seminar/workshop, the lecture and material presented therein will be recorded and uploaded for Student access. Information on ICLS In-Person teaching should be requested.

- **TUITION PAYMENT**

All ICLS tuition is to be paid in US Dollars as per ICLS Registration Application. For Financial Aid please request Financial Aid Application and Agreement. If applying for financial aid, said Financial Aid Application Agreement is incorporated herein and made a part hereof by reference.

The terms and conditions of this ICLS Student License Agreement are subject to change by ICLS without prior notice.

_____ **student & sponsor’s initials**

THIS STUDENT LICENSE AGREEMENT, CONSISTING OF 6 PAGES and CONTAINS ALL THE TERMS AND CONDITIONS OF STUDENT LICENSE AGREEMENT WITH ICLS FOR THE ACADEMIC YEAR 2019-2020 ending June 15, 2020. ANY ICLS LATE ENROLLMENT ADDENDUM OR FINANCIAL AID AGREEMENT IS INCORPORATED BY REFERENCE HEREIN AND MADE A PART HEREOF. NO OTHER AGREEMENT(S) NOT EXPRESSLY STATED HEREIN, ORAL OR WRITTEN, HAVE BEEN

MADE BETWEEN ICLS AND ME AS STUDENT. THIS AGREEMENT CANNOT BE AMENDED UNLESS IN WRITING SIGNED BY BOTH STUDENT/LICENSEE AND ICLS. I agree that ICLS can share my email address ONLY with my fellow students, ICLS staff, and ICLS tutors by listing me in the ICLS directory.

_____ student & sponsor's initials

I ACKNOWLEDGE THAT I HAVE OTHER CHOICES IN MY EDUCATION AND HAVE SIGNED THIS AGREEMENT OF MY OWN FREE WILL AND WITHOUT ANY UNDUE DURESS.

THE ICLS REGISTRATION 2019-2020 FORM/AGREEMENT IS INCORPORATED BY REFERENCE HEREIN.

SIGNED AND AGREED:

Student must be at least 18 years of age in order to sign and enroll without a sponsor.

PRINT Student Name

PRINT line 1 of student address

Student Signature (date)

PRINT line 2 of student address

PRINT Student email

PRINT line 3 of student address

Student telephone number

IF THERE IS A STUDENT SPONSOR:

PRINT SPONSOR Name (person paying tuition
Or cardholder, *other than Student*)

PRINT Sponsor address

SPONSOR signature (date)

PRINT line 2 of Sponsor address

Print Sponsor email or telephone number

PRINT line 3 of Sponsor address

ICLS representative signature (date)

A SPONSOR IS SOMEONE WHO IS PAYING THE STUDENT'S TUITION ON BEHALF OF THE STUDENT. Student AND their Sponsor(s) (if applicable) MUST initial and/or sign every signatory line as indicated, and return ALL Student License Agreement 6 completed pages, PLUS the completed Registration Application and tuition payment to ICLS. Student must be at least 18 YEARS OF AGE to enroll without a sponsor.