

Application to register the cancellation of a training contract and to certify the period of training

Please read the following notes before completing this application:

An application to cancel the training contract can be made by either party for the following reasons:

- (a) mutual agreement, the training principal certifies that the trainee solicitor has satisfied the period of training, and is of suitable character to become a solicitor, up to that date;
- (b) a cancellation clause, where the training contract is conditional on the trainee solicitor passing the CPE and/or the LPC and the trainee solicitor does not pass; or
- (c) an application to us by either party arising from training-related problems that cannot be resolved internally.

The training contract and the employment contract form one contract that can not be cancelled without approval from the SRA.

If we decide to cancel the training contract the organisation may then end the trainee solicitors' employment.

If you need any help completing this form, please contact us by telephone on 0870 606 2555. If you are calling from overseas please use +44 (0) 121 329 6800. Our lines are open Monday, Wednesday, Thursday and Friday: 08.00 to 18.00, Tuesday: 09.30 to 18.00. Please note calls may be monitored/recorded for training purposes. Alternatively you can e-mail us at contactcentre@sra.org.uk.

Please complete form in BLOCK capitals.

Section 1 Cancellation of training contract

Trainee Surname	<input type="text"/>	SRA ID no.	<input type="text"/>
Forename(s)	<input type="text"/>		
Home address	<input type="text"/>		
	<input type="text"/>	Telephone no.	<input type="text"/>
Town/City	<input type="text"/>	Postcode	<input type="text"/>
Email address	<input type="text"/>		
Name of training establishment	<input type="text"/>		
Address	<input type="text"/>	SRA ID no.	<input type="text"/>
	<input type="text"/>	Telephone no.	<input type="text"/>
Town/City	<input type="text"/>	Postcode	<input type="text"/>
Commencement date of training contract	<input type="text"/>		
Date on which you would like the training contract to be cancelled	<input type="text"/>		

Section 2 Declaration by training principal of training establishment

Tick the appropriate box(es) below to declare that:

- You wish to apply to cancel the training contract from the date specified in section 1 of this application.
- You are not aware of any matters which bring into question the trainee solicitor's character and suitability to become a solicitor.
- You wish to certify the time that the trainee solicitor has completed under the training contract.

Please specify the period of certified time served from to

If for any reason you are unable to make any of the above declarations please return the form together with a letter setting out your reasons.

Name (training principal)

Signature (training principal)

Date

SRA ID Number

Section 3 Declaration by trainee solicitor

Tick the appropriate box(es) below to declare that:

- You wish to apply to cancel the training contract from the date specified in section 1 of this application.
- You would like the time that you have completed under the training contract to be certified.

If for any reason you are unable to make any of the above declarations please return the form together with a letter setting out your reasons.

You cannot register another training contract until your current training contract has been cancelled.

If you would like to register another training contract your new training establishment must complete the form TC1, this can be completed once you have received confirmation of the cancellation of your previous training contract.

Name (trainee solicitor)

Signature (trainee solicitor)

Date

SRA ID Number

Please see over the page for further details on processing your application.

Please return the application as follows:

By email:

pre-admission@sra.org.uk

Alternatively by post:

Training Contracts Team
Solicitors Regulation Authority (SRA)
The Cube
199 Wharfside Street
Birmingham
B1 1RN

Once the application has been submitted to the SRA:

Once all of the sections on the TC3 application have been completed in full and signed by the training principal and trainee solicitor the SRA will consider the application and may cancel the training contract and certify the time which the trainee solicitor has completed. When a decision has been made the training principal and the trainee solicitor will be notified. The SRA will also notify the trainee solicitor of any remaining steps which they will need to undertake in order to be eligible for admission as a solicitor.

If either the training principal or trainee solicitor are unable to make the necessary declarations or the form is not signed by either the training principal or trainee solicitor, an explanation and any further information should be submitted with the application. Further information from either party may be requested by the SRA. The SRA will only process the application on receipt of all necessary information and documentation.

Please note: The training contract cannot be cancelled before the end date specified in the confirmation of registration of the training contract unless a decision to do so has been made by the SRA.