

# Exemptee Program Enrolment Form



The College of Law

## Enrolment Guidelines

### Practical Legal Training - Full and Partial Exemptions NSW Supreme Court

Before you submit your Enrolment Form, please review New South Wales Exemptee Information, including the Computer Requirements and Information for Students ([www.collaw.edu.au](http://www.collaw.edu.au) under Admitted Practitioners), to familiarise yourself with the Program and with the technical requirements.

This guide is designed to assist you to accurately complete the Exemptee Program Enrolment Form. If your form is not accurately completed we will be unable to process your enrolment. The Enrolment Form requires all students to provide information, used for administration, and for government and statistical reporting.

#### How do I Apply?

Complete all sections of the Enrolment Form and fax or post to the Exemptee Program address below. Program fees must be paid at the time of enrolment. We will contact you once you are enrolled to provide a login and password, together with details of the program.

### Completing the Enrolment Form

#### Personal Details – Part A

All sections must be completed. If your postal address is different to your permanent address you must provide details of both. "Permanent home address" means an address (such as a parent's address) where you can be contacted if your current address is likely to be of short duration.

#### Personal Details – Part B

This information is required for government reporting and statistical purposes.

**Question 7** refers to your prior educational qualifications. For the section Degree/Diploma please list the most appropriate of the following options:

- Bachelor level
- Postgraduate level
- Overseas student

The **CHESN** is the Commonwealth Higher Education Student Support Number which is allocated to students accessing government assistance HELP loans. You may have already been issued a CHESN through prior studies (e.g. for a HECS-HELP loan).

If you have been previously issued a CHESN by any Higher Education provider, you are obliged to provide this information. Your CHESN would be recorded on a Commonwealth Assistance Notice or contact DEST on 1800 020 108 to check if you have had one issued.

#### Program Details and Subject Selection – Part C

In this section please specify which program dates and combination of subjects you are enrolling for based on the determination you have been given by the Legal Profession Admission Board.

If you are only required to undertake Trust and Office Accounting and/or Professional Responsibility, you only need to indicate which exam date you intend to sit.

If you are required to undertake any more than these two subjects, you will need to indicate which course code and start date you intend to participate in.

#### Accompanying Documentation

You must provide with your Enrolment Form a copy of the letter from Legal Profession Admission Board which advises their determination regarding your application for exemption, along with upfront fee payment.

#### Conditions of Enrolment

These conditions are the terms of the contract between you and The College of Law. Your attention is drawn to these conditions before you sign the Enrolment Form.

#### Payment Details

Various payment options are available depending on your enrolment type. If you are only undertaking Trust and Office Accounting and/or Professional Responsibility, full fees must be paid upfront.

The International Fee will be charged unless you are an Australian or New Zealand citizen or hold a permanent resident visa. Visas still subject to a waiting period are not permanent resident visas for the purposes of determining fees.

#### Further Enquiries

If you have any further questions, please contact the Exemptee Program on 1300 856 111 or 02 9965 7000 or by email [exemptees@collaw.edu.au](mailto:exemptees@collaw.edu.au)

#### Return Enrolment Form to:

##### Exemptee Program

The College of Law  
2 Chandos St, St Leonards, NSW, 2065  
or DX 3316 Sydney  
Fax: 61 2 9965 7144  
Email: [exemptees@collaw.edu.au](mailto:exemptees@collaw.edu.au)

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## Personal Details - Part A

Title \_\_\_\_\_ Surname \_\_\_\_\_

First Name \_\_\_\_\_ Preferred first name (if different) \_\_\_\_\_

Date of Birth \_\_\_\_\_ (DD/MM/YYYY) Gender  Male  Female

Home Telephone \_\_\_\_\_ Mobile Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Email Address \_\_\_\_\_ Work Email \_\_\_\_\_

### Postal address for all correspondence:

Address \_\_\_\_\_

Suburb/Town \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_ Country \_\_\_\_\_

### Permanent home address (only if different):

Address \_\_\_\_\_

Suburb/Town \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_ Country \_\_\_\_\_

## Personal Details - Part B

**Q1. Which of the following applies to you?**  New Zealand citizen (please attach documentary evidence)  
 Australian citizen (inc. Australians with dual citizenship)  Not Australian citizen (please attach documentary evidence)

**Q2. Are you of Aboriginal or Torres Strait Islander origin?**  
 Neither Aboriginal nor Torres Strait Islander origin  Of Aboriginal origin  
 Of Torres Strait Islander origin  Of Aboriginal origin and Torres Strait Islander origin

**Q3. In which country were you born?** \_\_\_\_\_

**Q4. If you were not born in Australia, in which year did you first arrive in Australia?** \_\_\_\_\_

**Q5. What language, other than English, is spoken at your permanent home residence?** \_\_\_\_\_

**Q6 (a). Do you have a disability, impairment or long term medical condition which may affect your studies?**  
 Yes  No

**Q6 (b). If yes please indicate which of the following apply.**  
 Vision  Learning  Medical  Other \_\_\_\_\_

**Q6 (c). If you answered yes would you like advice on support services and facilities which may assist you?**  
 Yes  No

**Q7. What is the highest educational qualification you have obtained? Please provide details.**

Degree/Diploma: \_\_\_\_\_ Year attained: \_\_\_\_\_ CHESSN (if issued): \_\_\_\_\_

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## Course Details – Part C

If you are completing Professional Responsibility and/or Trust and Office accounting only, you may select one of the following exam dates. Please choose carefully as there is a fee of \$50 for each transfer to a new exam date. You must leave at least 30 days between enrolment and your first selected exam date. Please note that exam dates may be different if you choose to sit an exam in another jurisdiction. Contact the Exemptee Program for further information.

Trust and Office Accounting	Professional Responsibility
<input type="checkbox"/> 24 January 2011	<input type="checkbox"/> 7 March 2011
<input type="checkbox"/> 21 March 2011	<input type="checkbox"/> 9 May 2011
<input type="checkbox"/> 23 May 2011	<input type="checkbox"/> 27 June 2011
<input type="checkbox"/> 11 July 2011	<input type="checkbox"/> 29 August 2011
<input type="checkbox"/> 11 September 2011	<input type="checkbox"/> 17 October 2011
<input type="checkbox"/> 21 November 2011	<input type="checkbox"/> 9 January 2012

If you are completing Professional Responsibility and/or Trust and Office Accounting PLUS other subject(s) you may select one of the following course options:

Course Code / Start Date	Enrol By
<input type="checkbox"/> NP111F_X 29 November 2010	12 November 2010
<input type="checkbox"/> NP112F_X 31 January 2011	14 January 2011
<input type="checkbox"/> NP113F_X 28 March 2011	11 March 2011
<input type="checkbox"/> NP114F_X 23 May 2011	6 May 2011
<input type="checkbox"/> NP115F_X 18 July 2011	1 July 2011
<input type="checkbox"/> NP116F_X 4 October 2011	16 September 2011

Note: Depending on the number of subjects you are required to complete, other course options may become available. Please contact the Exemptee Program for details.

Subjects and Cost: Please tick the appropriate boxes	Local Fee	International Fee
<input type="checkbox"/> Civil Litigation Practice	\$1500	\$2171
<input type="checkbox"/> Commercial and Corporate Practice	\$1125	\$1627
<input type="checkbox"/> Property Law Practice	\$1125	\$1627
<input type="checkbox"/> Trust and Office Accounting	\$750	\$1085
<input type="checkbox"/> Professional Responsibility	\$750	\$1085
Electives		
<input type="checkbox"/> Administrative Law Practice	\$750	\$1085
<input type="checkbox"/> Criminal Law Practice	\$750	\$1085
<input type="checkbox"/> Family Law Practice	\$750	\$1085
<input type="checkbox"/> Consumer Law Practice	\$750	\$1085
<input type="checkbox"/> Employment & Industrial Relations Practice	\$750	\$1085
<input type="checkbox"/> Planning & Environmental Law Practice	\$750	\$1085
<input type="checkbox"/> Wills & Estates Law Practice	\$750	\$1085
Professional Skills		
<input type="checkbox"/> Advocacy Workshop	\$750	\$1085
<input type="checkbox"/> Interviewing and Negotiation Skills		
<input type="checkbox"/> Negotiation and Dispute Resolution		
<input type="checkbox"/> Writing and Drafting		
<input type="checkbox"/> Problem Solving and Risk Management Workshop		
<b>Total</b>		

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## Accompanying Documentation required with Enrolment Form

- A copy of the letter issued by the Legal Profession Admission Board, advising of the determination regarding partial exemption from Practical Legal Training (If enrolling for the purpose of applying for admission in NSW.)
- Up front fee payment must be included.

## Conditions of Enrolment

By signing this Enrolment Form you:

- Undertake to familiarise yourself and comply with The College of Law Rules and Program requirements in the Course Manual at [www.collaw.edu.au](http://www.collaw.edu.au)
- Undertake to advise The College of Law if you change your address or contact details.
- Acknowledge the Withdrawal, Refund and Transfer Fee Policies in the Course Manual, including the Incidental administrative penalties for transfer or early withdrawal.
- Recognise that The College of Law will require certification indicating English proficiency for overseas students.
- Authorise The College of Law, under the Privacy Act 1988, to utilise and disclose personal details for official use only which may include research on behalf of The College of Law.

When nominating your preferred exam dates, we strongly recommend that you take into account the workload for each subject, which requires consistent study over a period of time. As a guide, the College suggests that you should be spending a minimum of sixty (60) hours per subject. To assist you with the subject workload, and to help avoid unnecessary exam transfers and transfer fees, the cut-off for enrolment is thirty (30) days before your first exam.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment Details

Note: The College of Law does not accept cash or Diners

I wish to pay by:

- Electronic or telegraphic transfer  
Account Name: College of Law  
BSB No.: 082 212  
Bank: National Australia Bank  
Account No.: 164 281 531  
Branch: 32 Willoughby Road, Crows Nest, 2065

Cheque (attached) payable to The College of Law

Please debit my:

- Visa       Mastercard       Amex

Card No.

Expiry Date \_\_\_\_/\_\_\_\_ Total Paid \$ \_\_\_\_\_

Name as it appears on Card \_\_\_\_\_ Signature of Card Holder \_\_\_\_\_