

Practical Legal Training Part Program Enrolment Form



The College of Law

Enrolment Guidelines

Before you submit your Enrolment Form, please familiarise yourself with the Program and with the computer and technical requirements at www.collaw.edu.au/partprogram.

These guidelines are designed to assist you to accurately complete the Part Program Enrolment Form. If your form is not accurately completed we will be unable to process your application. The Enrolment Form requires all students to provide information which is used for administration, and for government and statistical reporting.

How do I Apply?

Please complete all sections of the Enrolment Form and fax, email or post to Student Services. You must pay your program fees at the time of enrolment. We will contact you once we have enrolled you and provide you with a login and password, together with details of the online 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.

Program Details and Subject Selection – Part B

In this section please specify the subjects in which you are enrolling.

Accompanying Documentation

You must provide with your Enrolment Form a copy of the letter from your Admitting Authority which advises their determination regarding your application for exemption if you are enrolling for the purposes of admission, along with a copy of your Australian visa from your passport and upfront 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. Full fees must be paid upfront.

Further Enquiries

If you have any further questions, please contact Student Services on 1300 856 111 or 02 9965 7000 or by email enrolments@collaw.edu.au

Return Enrolment Forms to:

Student Services - Part Program
The College of Law
2 Chandos St, St Leonards, NSW,2065
or DX 3316 Sydney
Fax: 61 2 9436 1265
Email: enrolments@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 _____

Program Details – Part B

The cut-off date for enrolments is thirty (30) days before your first exam. Please check with Student Services if you are unsure as to timing.

I am applying for admission in NSW VIC WA I am intending to sit my exams overseas Yes No

I would like to be admitted in the month of _____

Please select the subjects you wish to enrol in:

Subjects: Please tick the appropriate boxes	Fee	International Fee
<input type="checkbox"/> Civil Litigation Practice	\$1,552.00	\$2,245.00
<input type="checkbox"/> Commercial and Corporate Practice	\$1,164.00	\$1682.50
<input type="checkbox"/> Property Law Practice	\$1,164.00	\$1682.50
<input type="checkbox"/> Trust and Office Accounting	\$776.00	\$1,122.00
<input type="checkbox"/> Professional Responsibility	\$776.00	\$1,122.00
Electives		
<input type="checkbox"/> Administrative Law Practice	\$776.00	\$1,122.00
<input type="checkbox"/> Criminal Law Practice	\$776.00	\$1,122.00
<input type="checkbox"/> Family Law Practice	\$776.00	\$1,122.00
<input type="checkbox"/> Consumer Law Practice	\$776.00	\$1,122.00
<input type="checkbox"/> Employment & Industrial Relations Practice	\$776.00	\$1,122.00
<input type="checkbox"/> Planning & Environmental Law Practice	\$776.00	\$1,122.00
<input type="checkbox"/> Wills & Estates Law Practice	\$776.00	\$1,122.00
Professional Skills		
<input type="checkbox"/> Advocacy Workshop	\$776.00	\$1,122.00
<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		
Total		

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Accompanying Documentation Required with Enrolment Form

- A copy of the letter issued by the appropriate Admitting Authority, advising of the determination regarding partial exemption from Practical Legal Training.
- Up front fee payment must be included (FEE HELP is unavailable for this program).

Conditions of Enrolment

By signing this Enrolment Form you:

- Agree to comply with The College of Law Rules and Program requirements available in the Practical Legal Training Program Manual located at www.collaw.edu.au/programmanual.
- Authorise The College of Law to obtain relevant information from the institution where you obtained your law degree.
- 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 Program Manual, including the Incidental Administrative penalties for transfer or early withdrawal.
- Acknowledge The College of Law's reporting responsibilities under the Education Services for Overseas Students Act 2000 and the Higher Education Support Act 2003.
- 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 reports to Supreme Court admission agencies, other statutory bodies and research on behalf of The College of Law.
- Agree to receive all notices and correspondence, including Commonwealth Assistance Notices, electronically.

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 _____