

# Exemptee Program (Victoria) Enrolment Form



The College of Law

## Enrolment Guidelines

### Practical Legal Training - Part Program (Victoria)

Before you submit your Enrolment Form, please review the Part Program (Victoria) Information Sheet and the Computer Requirements ([www.collaw.edu.au](http://www.collaw.edu.au)) to familiarise yourself with the Program and with the technical requirements.

This guide is 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?

Complete all sections of the Enrolment Form and fax or post to the Part Program. 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.

#### 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 the exam dates and subjects in which you are enrolling.

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 the Council of Legal Education which advises their determination regarding your application for exemption, 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 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 Forms 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)

CRICOS No. 01793J

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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"/> 2 February 2010	<input type="checkbox"/> 13 September 2010	<input type="checkbox"/> 11 January 2010	<input type="checkbox"/> 19 July 2010
<input type="checkbox"/> 29 March 2010	<input type="checkbox"/> 22 November 2010	<input type="checkbox"/> 9 March 2010	<input type="checkbox"/> 18 October 2010
<input type="checkbox"/> 19 April 2010	<input type="checkbox"/> 1 February 2011	<input type="checkbox"/> 27 April 2010	<input type="checkbox"/> 10 January 2011
<input type="checkbox"/> 7 June 2010		<input type="checkbox"/> 24 May 2010	

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 Date
<input type="checkbox"/> VP101F_X	30 November 2009	30 October 2009
<input type="checkbox"/> VP102F_X	18 January 2010	4 January 2010
<input type="checkbox"/> VP103F_X	22 February 2010	29 January 2010
<input type="checkbox"/> VP104F_X	12 April 2010	19 March 2010
<input type="checkbox"/> VP106F_X	19 July 2010	25 June 2010
<input type="checkbox"/> VP107F_X	4 October 2010	10 September 2010

Subjects: Please tick the appropriate boxes	Fee
<input type="checkbox"/> Civil Litigation Practice	\$1,500
<input type="checkbox"/> Commercial and Corporate Practice	\$1,500
<input type="checkbox"/> Property Practice	\$1,500
<input type="checkbox"/> Trust and Office Accounting	\$750
<input type="checkbox"/> Professional Responsibility	\$750
Electives	
<input type="checkbox"/> Administrative Law Practice	\$750
<input type="checkbox"/> Criminal Practice	\$750
<input type="checkbox"/> Family Practice	\$750
<input type="checkbox"/> Consumer Law Practice	\$750
<input type="checkbox"/> Employment & Industrial Relations Practice	\$750
<input type="checkbox"/> Planning & Environmental Law Practice	\$750
<input type="checkbox"/> Wills & Estates Practice	\$750
Professional Skills	\$2,400
<input type="checkbox"/> Advocacy Workshop	
<input type="checkbox"/> Interviewing and Negotiation Skills	
<input type="checkbox"/> Early 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 Council of Legal Education, advising of the determination regarding partial exemption from Practical Legal Training.
- 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 Pty Ltd
  - BSB No.: 082 053
  - Bank: National Australia Bank
  - Account No.: 509 108 161
  - Branch: Law Courts Branch, 75 Elizabeth St, Sydney

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 \_\_\_\_\_