

[See Definitions and Abbreviations - PLT](#)

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# The Contractual Relationship between the College and the Student

## 1. Financial Policies and Procedures Relating to Students

### 1.1 Enrolment, re-enrolment and abandonment

1. Except where otherwise provided for by the College, an application for enrolment must be made in accordance with the policies and procedures of the College.
2. Prior to commencement of the PLT Program you must provide to the College a current transcript (original or certified copy) of your academic results or, if that current transcript does not show completion of your academic law qualification, you may also provide a letter from the head of the Law School indicating that you have completed all requirements of your law qualification. Failure to meet the requirements of this paragraph will, in addition to any other consequences relating to student non-compliance with College policies and procedures, prevent or delay the issue of a certificate of completion and, if applicable, the award of the Graduate Diploma of Legal Practice.
3. Unless the relevant admitting authorities approves your application to enrol, the College will not accept you into the PLT Program if you, on the first day of the Coursework Component, have not satisfied all the requirements of a law qualification which is a prerequisite for admission to the Program. See Appendix 3.
4. You must complete and lodge an application for enrolment form by the first day of the Subject unless you have been given permission to lodge a late application for enrolment form.
5. You must pay the tuition fee in entirety or submit a Request for FEE-HELP Assistance form upon enrolment.
6. You are deemed to be enrolled in the Offering nominated on your current application for enrolment form, subject to any variations the College may later approve.
7. You are deemed to be a student of the College while you are yet to complete the Offering in which you were last enrolled and the Maximum Permissible Period is yet to expire.
8. You will cease to be a student of the College if:
  - you withdraw from an Offering
  - you abandon or are excluded from an Offering, or
  - your enrolment in an Offering or participation in an Offering is otherwise withdrawn or terminated in accordance with College policies and procedures.
9. You are taken to have abandoned the Program if:
  - you have not completed the Coursework Component and have not taken steps to transfer or defer within 12 months of the completion of the Offering in which you were last enrolled, or
  - you have not completed the Program requirements and the Maximum Permissible Period has expired.

## 1.2 Tuition fees and refunds

### FEE- HELP students

FEE- HELP is a Commonwealth loan scheme available to eligible students (see 8 below) to pay tuition fees for approved courses. All College award Programs are approved courses for FEE- HELP. Students wishing to access FEE- HELP loans should contact Student Services or download the relevant information from the website at: [studyassist.gov.au](http://studyassist.gov.au)

1. At the time of your application for enrolment in a Program or Subject (including the Clinical Experience Module), you must submit a completed Request for FEE- HELP Assistance form with your enrolment form. If you did not enrol in the Offering including the Clinical Experience Module (CEM) but later wish to include CEM, an additional Request for Fee-Help Assistance form must be submitted.
2. If your application is accepted, you will be eligible to commence the Program or Subject without paying any tuition fees directly to the College.
3. Subject to (6), FEE- HELP students may withdraw from the Program or Subject on, or prior to, the Census Date without incurring a Commonwealth debt.
4. After the Census Date, a student becomes liable to repay the tuition fee via the tax system once they attain the relevant income level. (For more information see the FEE- HELP information booklet published by DEST or download the relevant information from the website at: [studyassist.gov.au](http://studyassist.gov.au))
5. After the Census Date, the student's liability to the Commonwealth cannot be forgiven except in accordance with the College's Review Procedures (see Appendix 4).
6. All applications for withdrawals, transfers or refunds should be made in writing to the Manager of Student Services.
7. Students eligible for FEE-HELP are:
  - Australians citizens or New Zealand Special Category Visa holders who meet the long-term residency criteria and who will undertake, in Australia, at least one unit of study contributing to the course;
  - permanent humanitarian visa holders who will be resident in Australia for the duration of the unit;
  - permanent visa holders who are undertaking [bridging study for overseas-trained professionals](#), and will be resident in Australia for the duration of the study.

Eligible students must also:

- be enrolled in an eligible unit of study by the census date for that unit; and
- have not exceeded the FEE-HELP limit.

For the purposes of eligibility, "permanent residents" or "citizens" must have the appropriate certificate or visa. The College will not accept Fee-Help applications from people who are not citizens or appropriate visa holders at the time of application.

8. Flexible Offerings without Census Dates are not eligible for Fee- HELP. Fee-HELP

loans are not available for enrolment on a non-award basis, unless undertaking prescribed Subjects for admission as Legal Practitioner.

### **Fee paying students**

Students paying full fees up front:

1. At the time of your application for enrolment in a Program or Subject (including the Clinical Experience Module), you must pay the advertised tuition fee to secure your place. If your application is refused, this money will be returned in full.
2. Subject to (4) fee paying students may withdraw from the Program or Subject on, or prior to, the Census Date and receive a refund of the tuition fee.
3. After the Census Date, there is no entitlement to a refund except in accordance with the College's review procedures. (See Appendix 4)
4. All applications for withdrawals, transfers or refunds should be made in writing to the Manager of Student Services.
5. The College may withhold your results if you owe any money to the College or have not returned any property of the College.
6. Nothing in these rules removes the right to take further action under Australia's consumer protection laws.
7. Overseas students must pay the advertised overseas student tuition fee unless they have been granted full residence. The College requires only that the student's application for permanent residency has been accepted and appropriate evidence for such acceptance is provided.
8. There are no refunds for students undertaking part programs with open commencement and completion dates.

### **Clinical Experience Module (CEM)**

Refer to Appendix 5 for the relevant Work Experience Rules in your jurisdiction. There may be some variations (see in particular Rule 10) from State to State, so the following clauses are to be taken as a general guide.

Students wishing to undertake the Clinical Experience Module (CEM) must pay the relevant fee as may apply from time to time.

Students in a full-time Offering may only enrol in the CEM once they have successfully completed the Coursework Component.

Students in a part-time Offering may enrol in the CEM prior to completion of the Coursework Component provided all coursework up to and including week 16 has been satisfactorily completed.

All students enrolling in the CEM must enrol no later than the first day of the CEM Offering.

Subject to specific CEM provisions, including as to the timing of placements, the usual Work Experience Rules apply to the work placement done within the CEM, with the exception of the need to complete 75 days. The work experience requirement for the CEM is 25 days and must be completed before enrolling in the CEM. Students who obtain work experience after enrolling in the CEM may withdraw from the CEM, subject to the usual rules regarding refunds at 1.2.

## 1.3 Exemption, Withdrawal, Readmission and Transfer

### 1.3.1 Acceptable documents for enrolment

In order to be enrolled in a College Award Program you must be a graduate in law or equivalent unless otherwise permitted to enrol pursuant to the College's eligibility criteria (see Selection Procedures, Appendix 3).

The College requires evidence of your academic qualifications and for enrolment purposes will accept:

- An original academic transcript from the student's university conferring the degree; or
- An original testamur from the student's university; or
- An original letter from the Dean of the Law School certifying the completion of the law qualification; or
- A scanned, coloured copy, which has been certified as a true copy by an authorised person under the Oaths Act in the relevant state, of the student's academic transcript from the university conferring their degree; or
- A scanned, coloured copy, which has been certified as a true copy by an authorised person under the Oaths Act in the relevant state of the student's testamur from the university conferring their degree; or
- A scanned, coloured copy, which has been certified as a true copy by an authorised person under the Oaths Act in the relevant state, of the letter from the Dean of the Law School certifying the completion of the law qualification,

If the relevant documents are not available at the time of enrolment and a student enrolls on the basis of an undertaking to provide the documents as soon as they are available, the student will not be permitted to complete or graduate until the documents have been provided.

If the student provides a scanned academic transcript or testamur, the College employee is able to check the qualifications with the university, using the university verification service websites. If the verification confirms the degree the College employee must attach this confirmation to the student's file.

If an Applied Law Program student has provided any of the above requirements for completion of the College of Law's PLT Program the student will not be required to provide further evidence of the law qualification.

### 1.3.2 Exemption and advanced standing (credit)

The College cannot exempt any student from undertaking any part of the PLT Program.

However, the College may, where a Subject makes up a discrete part of the Coursework Component, give advanced standing for a Subject or part of a subject:

if the Subject was satisfactorily completed as part of a PLT Program at another PLT institution accredited in the same state or territory, or  
in any other case as the Assessment Review Committee approves.

Undergraduate subjects are not eligible for advanced standing with the exception of Negotiation and Dispute Resolution, which is part of the Subject, Lawyer's (Professional) Skills: see below.

If you wish to apply for advanced standing for any Subject you must apply in writing to the Program Director before commencement of the Coursework Component. The College will not grant advanced standing for more than 50% of the Coursework Component. Your application should address the criteria set out below. Once you have started the Coursework Component, you will not be given advanced standing for any part of the Coursework Component.

The criteria are:

- whether the subject is prescribed under the National Competency Standards for Entry Level Lawyers
- the state or territory where the PLT institution at which the subject was completed is accredited
- the particular Stream for which advanced standing is sought
- the time elapsed between the completion of the subject and the application
- any other relevant matter.

The Program Director or the Assessment Review Committee may:

- accept or reject your application
- accept your application on such conditions, including any relating to the fees payable for the Program, as it considers appropriate.

You may appeal from the decision of the Program Director or the Assessment Review Committee to the Assessment Appeals Committee in accordance with the Assessment Rules in Appendix 2 of this manual.

### **Lawyer's (Professional) Skills – Negotiation and Dispute Resolution**

If you have attended and satisfactorily completed an equivalent alternative dispute resolution course that includes a component on negotiation, you may be able to obtain advanced standing for attendance at the Negotiation and Dispute Resolution workshop that is part of the Lawyer's (Professional) Skills Subject in the PLT Program.

To obtain this advanced standing you must complete the relevant section of the online application form which is available on the College website. The College will inform you as soon as practicable as to the outcome of your application.

#### **1.3.3 Academic credit for work done**

If you withdraw from the PLT Program you may apply to the Manager of Student Services in writing for credit for any part of the Coursework Component completed before your withdrawal. Credit will only be given for:

- whole, and not part of, Subjects, or
- attendance at onsite workshops in the Subject Lawyer's (Professional) Skills completed before withdrawal.

Upon re-enrolment, your application for credit may be granted upon the following conditions:

- no more than two years has elapsed between withdrawal and recommencement, and
- the work completed for which you seek credit is substantially the same as the work which is required in the Offering in which you seek re-admission.

Any Subject not fully completed and assessed in the previous Offering must be repeated in entirety in the new Offering.

#### **1.3.4 Re-admission to the College**

If you:

- withdraw from
- abandon
- have been excluded from, or
- had your enrolment terminated in

the PLT Program, and you wish to be readmitted, you must apply to the College and be selected for admission in the same way as persons who have not previously been students of the College. You must pay all fees for the PLT Program for which you seek readmission.

You are taken to have abandoned the PLT Program if you have not completed the Coursework Component and have not taken steps to transfer or defer within 12 months of the completion of the Offering in which you were last enrolled.

You are able to defer the Coursework Component for a maximum of two years. If you do not recommence within that time you are taken to have abandoned the PLT Program.

#### **1.3.5 Transfer between Offerings or Streams within the PLT Program**

If, after commencement, you apply to transfer to another Offering or Stream, the Manager of Student Services will approve that transfer if:

- you pay the prescribed fee for academic supervision of the transfer; and either
- the Offering or Stream into which you seek to transfer has not progressed beyond the stage (including all assessable submissions) you reached in the Offering or Stream in which you are already enrolled, or
- the Offering or Stream into which you seek to transfer has progressed beyond the stage you reached in the Offering or Stream in which you are already enrolled, but the Program Director determines that you can satisfactorily complete the additional work that has been covered in the later Offering or Stream.

Applications for transfer between Offerings or Streams should be made, in writing, to the Manager of Student Services. Until a different fee is determined, the fee for academic supervision of the transfer is published on the college website at <http://www.collaw.edu.au/>.

This fee is payable upon requesting the transfer.

There is no charge for a pre-commencement transfer. Pre-commencement means before the day on which the Offering commences.

Where your transfer is approved, you do not forfeit any part of the fee you have already paid. However, where different fees apply to the Offering to which, and the Offering from which, you transfer, the total fee payable by you will be adjusted (upwards or downwards, as the case may require) to be such sum as the Manager of Student Services decides is appropriate to reflect the respective proportions of the total coursework to be completed in each of those Offerings.

FEE- HELP students who transfer after the Census Date do not have any right to a re-crediting of their FEE- HELP balance except as provided for under the Review Procedures (Appendix 4).

A student who transfers after the Census Date does not have the option of withdrawing with a refund, or without incurring a Commonwealth debt, under 1.2 of this manual.

The maximum number of post-commencement transfers permitted by the College is three, after which a student will be required to show cause why they should not be excluded from the PLT Program. If excluded, a student must apply to re-commence the PLT Program from the beginning (including the payment of a further tuition fee).

### **1.3.6 Withdrawal**

#### **Fee paying students**

Subject to clause 1.2, you wish to withdraw, you must immediately notify the Manager of Student Services in writing stating the circumstances. If you notify the Manager of Student Services, on or before the Census Date, of the relevant Program from which you wish to withdraw, you will receive a refund of the fee. If you notify the Manager of Student Services after the Census Date, you will no longer be entitled to a refund except at the discretion of the College. In exercising that discretion, the College will apply the same criteria as apply to applications for review by FEE-HELP students under the Review Procedures (see Appendix 4).

A transfer or deferral to another Offering or Stream is not a withdrawal. Students transferring or deferring before the Census Date will still lose their eligibility for a refund of tuition fees after the original Census Date.

#### **FEE-HELP students**

If you wish to withdraw from an Offering, you must immediately notify the Manager of Student Services in writing stating the circumstances. In all cases the date of receipt by the College of any letter or email will be taken as the date of notification.

If you withdraw on or before the relevant Census Date you will not incur a debt to the Commonwealth and your FEE-HELP entitlement will be re-credited.

If you withdraw after the Census Date you will still incur a debt to the Commonwealth for the full tuition fee. In certain circumstances, the College may allow an application to preclude the incurring of a debt (see Review Procedures at Appendix 4).

A transfer or deferral to another Offering or Stream is not a withdrawal. Students transferring or deferring before the Census Date will still incur a tuition debt after the original Census Date.