

Practical Legal Training - NSW, QLD, SA & VIC + WA Part Program Enrolment Form - 2019

Enrolment Guidelines

Before you submit your Enrolment Form, please familiarise yourself with the Program 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 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

If you have been admitted as a lawyer overseas, you must provide with your Enrolment Form, a copy of the letter issued by your Admitting Authority which advises their determination regarding the requirements if you are enrolling for the purposes of admission 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.

Course fees and payment details

Australian Citizens and Permanent Residents are eligible for the standard Course Fee. All other students must pay the International Fee.

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 +61 2 9965 7000 or by email support@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
Email: support@collaw.edu.au

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Personal Details - Part A

Title: First name: Surname:

Preferred name (if different):

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

Home Phone: Mobile:

Work Phone:

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:

Which of the following applies to you? (attach documentary evidence)

Australian citizen or New Zealand citizen (inc. Australians with dual citizenship) Permanent resident Neither

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Program Details - Part B

YOU MUST BE ENROLLED FOR 30 DAYS BEFORE YOU CAN ATTEMPT A TEST/ASSESSMENT. PLEASE CHECK WITH STUDENT SERVICES IF YOU ARE UNSURE AS TO TIMING.

I am applying for admission in NSW QLD SA VIC WA

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	2018 Course Fee*	2018 International Fee*
Civil Litigation Practice	\$1,890	\$2,728
Commercial and Corporate Practice	\$1,418	\$2,046
Property Law Practice	\$1,418	\$2,046
Ethics & Professional Responsibility (combined with Trust and Office Accounting)	\$1,418	\$2,046

Electives

Administrative Law Practice	\$944	\$1,364
Banking & Finance	\$944	\$1,364
Consumer Law Practice	\$944	\$1,364
Criminal Law Practice	\$944	\$1,364
Employment & Industrial Relations Practice	\$944	\$1,364
Family Law Practice	\$944	\$1,364
Planning & Environmental Law Practice	\$944	\$1,364
Wills & Estates Law Practice	\$944	\$1,364

Lawyer's Skills	\$1,418	\$2,046
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Advocacy Workshop		
Interviewing and Negotiation Skills		
Negotiation and Dispute Resolution		
Writing and Drafting		
Problem Solving and Risk Management Workshop		

Total	\$	\$
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*2019 Course Fee - Australian Citizens & Permanent Residents
*2019 International Fee - Overseas & International Citizens

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Accompanying documentation required with enrolment form

If you have been admitted as a lawyer overseas, a copy of the letter issued by the appropriate Admitting Authority which advises their determination regarding the requirements if you are enrolling for the purposes of admission.

Up front fee payment must be included (FEE HELP is unavailable for this program).

Students who are not Australian citizens must submit documentary evidence of their status, i.e. a certified copy of your passport and, if appropriate, a current Australian visa.

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/learn-with-us/forms-and-documents
- 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
- 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 assessment.

Signature of Applicant:

Date:

Payment details

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

I wish to pay by:

Electronic or telegraphic transfer:

Account name: The College of Law Limited
BSB No.: 082 212
Bank: National Australia Bank
Account No: 164 281 531
SWIFT Code: NATAAU3302S
Bank Address: 32 Willoughby Road,
Crows Nest, 2065

Credit Card:

Card No.:
Expiry Date: Total paid:
Name as it appears on Card:

Please forward remittance advice to accounts@collaw.edu.au

Signature of Card holder:

SWIFT Code: NATAAU3302S