

## PART A – PERSONAL DETAILS

Title:  First name:  Middle name:  Surname:

Preferred name (if different):

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

Home Phone:  Mobile:

Work Phone:  Fax:

Email Address:  Work Email:

### POSTAL ADDRESS FOR ALL CORRESPONDENCE:

Address:  Suburb/Town:

State:  Postcode:  Country:

### RESIDENTIAL ADDRESS / PERMANENT HOME ADDRESS

Address:  Suburb/Town:

State:  Postcode:  Country:

## PART B – PERSONAL DETAILS (INFORMATION FOR GOVERNMENT REPORTING)

Q1. (a) Are you of Aboriginal descent?  (b) Are you of Torres Strait Islander descent?

Q2. (a) Do you have a disability, impairment, or long term medical condition which may affect your studies?

(b) If yes, please indicate which of the following apply:

Hearing  Learning  Mobility  Vision  Medical  Other:

(c) If you answered yes, would you like advice on support services and facilities which may assist you?

Q3. Are you an Australian citizen/permanent resident?  Yes  No

Q4. In which country were you born?

Q5. If you were not born in Australia, in which year did you first arrive in Australia?

Q6. What language, other than English, is spoken at your permanent home residence?

Q7. Prior to commencement of the program you must have completed your degree or Diploma in Law. Please provide details:  
[If you have not completed your law degree or diploma in law please contact us on 1300 856 111 or enrolments@collaw.edu.au](#)

Name of institution:  Degree/Diploma:

Date of Completion\* (DD/MM/YYYY):  CHESSN\* (if issued):

University Student No.:  \*last exam/assessment date  
^Commonwealth Higher Education Student Support Number

Q8. (a) What is the highest level of education you have completed?

(b) If different from Q6 provide details: Name of Institution:

Degree/Diploma:  Year of completion:

(c) What was your last year of secondary school?

Q9. (a) What is the gender of your 1st parent?  Male  Female  Gender X

Highest education level of your 1st parent:

(b) What is the gender of your 2nd parent?  Male  Female  Gender X

Highest education level of your 2nd parent:

## PART C – COURSE PREFERENCE

Please indicate the course code for which you wish to apply below.

Please check the course, onsite and assessment dates at [collaw.edu.au/coursedates](http://collaw.edu.au/coursedates) before applying to enrol.

Enter your Course Code (eg: QP123F):

I wish to undertake the CEM component. Please complete a separate [CEM Enrolment form](#)

Please indicate the two elective subjects you wish to complete. Student Services will contact you if your chosen elective is not available. **(Select two)**

Administrative Law Practice

Employment and Industrial Relations Practice

Criminal Law Practice

Planning and Environmental Law Practice

Family Law Practice

Wills and Estates Practicer

Consumer Law Practice

Banking and Finance Practice

## PART D – FURTHER INFORMATION

**Q10. On completion of the Program where do you intend to practise?**

NSW  VIC  QLD  WA  SA  TAS  ACT  NT  No intention to practise

**Q11. How did you hear about the Program?**

University Lecturer

Personal referral

Brochure

Website

College representative visit

University careers day

Student Law Society

Facebook

Other (please specify)

**Q12. What is your main reason for choosing The College of Law?**

Convenient start dates

Online course

Employer's choice

Part-time option

Reputation & profile of the College

Other (please specify)

**Q13. Who has funded your study?**

FEE-HELP

Employer

Private

Other (please specify)

## PART E – ACCOMPANYING DOCUMENTATION REQUIRED WITH APPLICATION

PLEASE TICK THE APPLICABLE(S)

I have completed the CEM Enrolment form (if applicable)

I have enclosed a certified copy of my Academic Transcript with this application **or**

I undertake to submit to The College of Law a completed certified copy of my Academic Transcript prior to completing my PLT course-work and have attached an electronic copy of my most recent academic transcript.

One passport-size photograph, with my name on the back, to be included with this form (not stapled or glued).

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.

Upfront fee paying students are to include the total fee with this enrolment.

FEE-HELP assistance students must attach an original Request for FEE-HELP Assistance Form including Tax File Number, which can be obtained by contacting Student Services.

Completed Application for Advanced Standing (if applicable) – <http://www.collaw.edu.au/downloads/plt-programs-and-courses>

## PART F – 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](http://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 fees 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 assessment transfers and transfer fees, the cut-off for enrolment is thirty (30) days before your first assessment.

Signature of Applicant:

Date:

## PAYMENT DETAILS

### I wish to pay by:

FEE-HELP – Original FEE-HELP Assistance Form enclosed  Cheque – Made out to The College of Law

Visa  Mastercard

Card Number:

Cardholder's Name:

Expiry Date:

CCV Code:

Amount to be charged to card:  \$

Signature:

Electronic Funds Transfer (EFT) deposit into: Account name: College of Law BSB No: 082 212  
Bank name: National Australia Bank Account No: 164 281 531

## RETURN FORMS TO:

Student Services, The College of Law, P.O. Box 2, St Leonards NSW 1590 or DX 3316 St Leonards

### Payment Summary:

FEE-HELP: \$

Direct Payment: \$

Total: \$

After filling out the forms above, please click the button below to:

**PRINT THESE FORMS**  
and send to the above address