

Applied Law Programs

Commercial Litigation Application and Enrolment Form



The College of Law

Please read page 11 for further Application details and fill in all sections of this form using CAPITAL letters in blue or black ink.

PART A – Personal Details

Mr. Mrs. Ms. Other _____ Surname: _____ First name: _____

Middle name: _____ Preferred first name (if different): _____

Firm/organisation: _____ **Address:** _____

Suburb/Town: _____ State: _____ Postcode: _____ Country: _____

Personal Address: _____

Suburb/Town: _____ State: _____ Postcode: _____ Country: _____

Preferred mailing address: Work Personal Date of Birth: DD/MM/YY ____/____/____ Gender: Male Female

Home telephone: (____) _____ Mobile telephone: _____ Work telephone: (____) _____

Facsimile: (____) _____ Email address: _____

PART B – Personal Details (Information for Government reporting)

Q1 In which country were you born? _____

Q2 If you were not born in Australia, in which year did you first arrive in Australia? _____

Q3 Are you of Aboriginal or Torres Strait Islander origin?

- Neither Aboriginal nor Torres Strait Islander origin Of Aboriginal origin
 Of Aboriginal origin and Torres Strait Islander origin Of Torres Strait Islander origin

Q4 Which of the following applies to you?

- Australian Citizen (inc. Australians with dual citizenship)
 New Zealand Citizen (please attach documentary evidence)
 Not Australian citizen (please attach documentary evidence)

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

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

Hearing Vision Learning Mobility Medical Other: _____

(c) If 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: _____ Name of institution: _____

University student no: _____ CHESSN* (if issued): _____

* Commonwealth Higher Education Student Support Number

Q8. Where did you undertake your law degree or diploma in law (if different from Q7)?

Degree / Diploma: _____ Year attained: _____ Name of institution: _____

University student no: _____ CHESSN* (if issued): _____

Q9 In which jurisdiction(s) and year(s) were you admitted to practice?

Year: _____ Jurisdiction: _____ Year: _____ Jurisdiction: _____

PART C – Course Details

I am applying for admission to the following award:

Master of Applied Law (Commercial Litigation) Graduate Diploma of Applied Law (Commercial Litigation)

Graduate Certificate in Applied Law (Commercial Litigation)

OR

I am applying for non-award single subject enrolment only **

** Single subjects – Electing to enrol in individual subjects does not preclude you from applying for entry to an award in the future. When accepted into the award program, any single subjects you have successfully completed will be credited toward the award.

I am applying to enrol in the following subject(s):

Code	Subject	Sem 1	Sem 2
CLP1	Remedies in Commercial Disputes	<input type="checkbox"/>	<input type="checkbox"/>
CLP2	Pre-trial Procedures	<input type="checkbox"/>	<input type="checkbox"/>
CLP3	Dispute Resolution Processes	<input type="checkbox"/>	<input type="checkbox"/>
CLP4	Managing Complex Litigation	<input type="checkbox"/>	<input type="checkbox"/>
CLP11	Building and Construction Disputes	<input type="checkbox"/>	<input type="checkbox"/>
CLP12	Insurance Disputes	<input type="checkbox"/>	<input type="checkbox"/>

Code	Subject	Sem 1	Sem 2
CLP13	Intellectual Property Litigation	NA	<input type="checkbox"/>
CLP14	Insolvency Litigation	NA	<input type="checkbox"/>
CLP15	Corporations Litigation	NA	<input type="checkbox"/>
CLP16	Competition Litigation	NA	<input type="checkbox"/>
CLP17	Major Project	NA	<input type="checkbox"/>

Please note: subjects are available subject to minimum enrolment numbers. Not all subjects will be available each semester and the College reserves the right to change subjects.

PART D – Accompanying Documentation with Application *Only to be completed if you are applying for an award

I enclose certified copies of:

- Official academic transcript or graduation certificate (LLB, LLM, LPAB DipLaw)
- Admission certificate or current practising certificate; and
- Specialist accreditation certificate or any other relevant qualification, if applying for advanced standing; and
- Proof of name change (if applicable)

PART E – Certification and Conditions of Enrolment

By signing this Application Form you declare that all information provided by you in relation to this application is true and correct and:

- ▶ Undertake to familiarise yourself and comply with the Course Manual Post Admission Programs located at www.collaw.edu.au
- ▶ Acknowledge that you have read the 2010 Master of Applied Law (Commercial Litigation) Handbook and the Course Manual and agree that you are enrolling subject only to the terms and conditions contained therein.
- ▶ Acknowledge the Withdrawal, Refund and Transfer Fee Policies in the Course Manual, including the incidental administrative penalties for transfer or early withdrawal.
- ▶ Authorise the College of Law to obtain relevant information from the institution where you obtained your law degree if required.
- ▶ Undertake to advise The College of Law if you change your address or contact details.
- ▶ Acknowledge the College of Law's reporting responsibilities under the Education Services for Overseas Students Act 2000 and 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 research on behalf of The College of Law.
- ▶ Undertake to receive notices and correspondence including Commonwealth Assistance Notices electronically.

Signature: _____ DD/MM/YY ____/____/____

PART F – Payment Details The tuition fee for each subject is \$1,850 (GST exempt)

I wish to pay \$_____ by:

- Cheque** made out to "College of Law" (attached)
- Please invoice** _____
- FEE-HELP** (original FEE-HELP application form attached)
- Electronic or telegraphic transfer to:** Please visit our website www.collaw.edu.au under Future Students for EFT details.

Please quote reference: _____ CLP – [Your initial and surname]

Credit Card: Mastercard Visa Amex

Card No. Expiry date: ____/____

Name as it appears on credit card: _____

Signature of cardholder: _____

Return to Applied Law Programs Administrator, The College of Law, 2 Chandos St, St Leonards, NSW 2065 or DX 3316 St Leonards

Application and Enrolment Information

Semester start date

Semester 1: 8 March 2010
(Census Date: 30 March 2010)

Semester 2: 9 August 2010
(Census Date: 31 August 2010)

Enrolment date

Applications should be received by the Monday before the semester starts. Late applications can be accepted but there may be a short delay providing access to the learning portal.

Applications and enrolments

To be admitted to any award in the Applied Law Program, please complete the enclosed Application and Enrolment Form and send it to the College with your payment.

If you wish to be admitted to an award, please provide, as documentary evidence of your law degree and admission to practice, certified copies of:

- ▶ your academic transcript or graduation certificate (LLB, LLM, LPAB DipLaw)
- ▶ your admission certificate, current practising certificate or other proof of admission
- ▶ specialist accreditation certificate, if applying for advanced standing
- ▶ proof of name change (if applicable)

If you are enrolling in a single subject on a non-award basis, you are not required to submit this documentary evidence.

Subject fees for 2010

\$1,850 per subject (GST exempt)

Full fees for all subjects must be paid at the time of enrolment each semester.

Alternatively, if you are eligible and wish to apply for a FEE-HELP government loan to pay your subject fees in full or in part, you will need to make a separate FEE-HELP application each semester.

You must include a completed Request for FEE-HELP Assistance Form with your completed Application and Enrolment Form. The FEE-HELP information booklet and form are available from Student Services on ph: 1300 856 111 or email: alp@collaw.edu.au

Withdrawals and refunds

Notice of withdrawal in writing must be received by the College on or prior to the Census Date. Refunds will not be made after the Census Date, other than in exceptional circumstances and at the College's discretion. Where a refund is made a \$200 administration charge per subject will apply.

If you have applied for FEE-HELP assistance, you may withdraw from the Program on or prior to the Census Date without incurring a Commonwealth debt. The College will charge an administration fee of \$200 per subject. After the Census Date, you become liable to repay the tuition fee via the tax system. (See the FEE-HELP information booklet or visit www.goingtouni.gov.au).

Further questions

If you have any further questions, please contact:

Applied Law Programs
Ph: 1300 856 111
Email: alp@collaw.edu.au

How to enrol

Please send your completed Application and Enrolment Form and accompanying documentation to:

Applied Law Programs Administrator
The College of Law
2 Chandos Street
St Leonards NSW 2065
or DX 3316 Sydney
Fax: 1300 888 023 or +61 2 9436 1265

