

In-house Practice Application and Enrolment Form

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



The College of Law

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?

- | | |
|---|---|
| <input type="checkbox"/> Neither Aboriginal nor Torres Strait Islander origin | <input type="checkbox"/> Of Aboriginal origin |
| <input type="checkbox"/> Of Aboriginal origin and Torres Strait Islander origin | <input type="checkbox"/> 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: _____

Application and Enrolment Information

Semester start dates

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 the Graduate Diploma, please complete the enclosed Application and Enrolment Form and send it to the College with your payment. Please provide, as documentary evidence, certified copies of:

- ▶ your academic transcript or graduation certificate (LLB, LLM, LPAB DipLaw or other bachelor degree)
- ▶ evidence of prior study, if applying for advanced standing
- ▶ proof of name change (if applicable)

Applicants who do not hold a legal qualification must also provide, in addition to a certified copy of their bachelor degree a letter in support of their application, addressing the criteria set out in the Course Manual at www.collaw.edu.au

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

You may also wish to apply directly online. Please visit www.collaw.edu.au for further information.

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 refunds are made a \$200 administration charge per subject applies.

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

