

Forms: Guidelines and Information for filling out the Application and Enrolment Form

Before completing this Enrolment Form, you must read and understand the Graduate Diploma of Legal Practice prerequisites, and conditions listed in the Handbook or in the Course Manual or on the College website.

This guide is designed to assist you in completing the Enrolment Form and the Request for FEE-HELP Assistance Form (if required). The Enrolment Form requires students to provide information, which is used for administration, and for government and statistical reporting purposes.

Personal Details - PART A

All sections must be completed. If your postal address is different from your residential 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.

Personal Details - PART B

This information is required for government reporting and statistical purposes.

Question 7 refers to the institution at which you completed your law degree or diploma and the Date of Completion refers to the date upon which you successfully completed all formal requirements (i.e. sat your last exam or handed in your last essay).

The CHESSN is the Commonwealth Higher Education Student Support Number which is allocated to students accessing FEE-HELP loans (and other government assistance). If you have already been issued a CHESSN, you are obliged to provide this information at Question 7. Your CHESSN would be recorded on a Commonwealth Assistance Notice or you may contact DEEWR on 1800 020 108.

University Student No. refers to your student number at the institution where you completed your law degree or diploma.

Course Preference

To determine which course preference suits you, please read the information contained in this Handbook, where full details about the Program, including components, commencement, onsite sessions and completion dates are available.

Each Program offering has its own distinctive Course Code. The Course Code for the course offering you have selected must be listed in the box at the bottom right corner of the front page of the Enrolment Form. For the Course Codes refer to pages 12 to 14. Please refer to the Course Manual available online at www.collaw.edu.au for information about which course preference leads to admission in the various state jurisdictions.

Accompanying Documentation

This is a list of the documentation which is required to process your enrolment. You may apply for any course which commences after the date of completion of your law degree or diploma. If you are waiting for the university to release your final results, attach a letter from yourself stating when you will complete or have completed your degree and undertake to provide evidence of your qualification, as soon as it

becomes available. Note that your Certificate of Completion will not be issued unless this documentation is on file at the College.

Conditions of Application

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.

Payment Details

Various payment options are listed on page 15. For eligible students, the tuition fee can be fully or partially covered by FEE-HELP. If you are not an Australian citizen or don't have a permanent humanitarian visa, you will be required to pay the tuition fee upfront.

All students wishing to access FEE-HELP loans must include an original Request for FEE-HELP Assistance Form with this Enrolment Form. Please read the FEE-HELP Information booklet before filling out this form, available from Student Services: Ph 1300 856 111, enrolments@collaw.edu.au

Please note: If you are taking up a partial FEE-HELP loan, the amount payable in upfront payment must be divisible by the subject course fee.

Subject	EFTSL	Fee
Civil Litigation Practice	0.1	\$1370
Commercial and Corporate Practice	0.075	\$1027.50
Property Law Practice	0.075	\$1027.50
Trust and Office Accounting	0.05	\$685
Professional Responsibility	0.05	\$685
Elective 1	0.05	\$685
Elective 2	0.05	\$685
Professional Skills	0.05	\$685
Total	0.5	\$6850

Filling out the Request for FEE-HELP Assistance Form - 1292(A)

Question 4 Name of Higher Education Provider is The College of Law - not the institution at which you did your degree or diploma.

Question 5 Unless you have been previously issued with a Student Identification Number by The College of Law, you should leave this blank.

Question 6 The Course of Study is the Graduate Diploma of Legal Practice.

Question 10 You must include your Tax File Number (TFN) on the Request for FEE-HELP Assistance Form.

The ATO requires your TFN in order to keep a record of every HELP transaction.

In keeping with privacy laws, your TFN will not be used for any purpose other than as required under the Higher Education Support Act 2003 and associated Guidelines.

Coursework Component Application and Enrolment Form



Please fill in all sections of this form using CAPITAL letters and in blue or black ink.

PART A - Personal Details

Title: _____ First Name: _____ Middle Name: _____

Surname: _____ Preferred First Name (if different): _____

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

Home Telephone: _____ Mobile Telephone: _____

Work Telephone: _____ Facsimile: _____

Email: _____ Work email: _____

Postal address for all correspondence

Address: _____

Suburb/Town: _____

State: _____ Postcode: _____ Country: _____

Residential address:

Address: _____

Suburb/Town: _____

State: _____ Postcode: _____ Country: _____

Permanent home address (only if different):

Address: _____ Suburb/Town: _____

State: _____ Postcode: _____ Country: _____

PART B - Personal Details (Information for Government reporting)

Q1. Which of the following applies to you?

Australian citizen (inc. Australians with dual citizenship) New Zealand citizen (attach documentary evidence)

Not Australian citizen (attach documentary evidence)

Q2. Are you of Aboriginal or Torres Strait Islander origin?

Neither Aboriginal nor Torres Strait Islander origin Of Aboriginal origin

Of Torres Strait Islander origin Of Aboriginal origin and Torres Strait Islander origin

Q3. In which country were you born? _____

Q4. If you were not born in Australia, in which year did you first arrive in Australia? _____

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

Q6 (b) If yes, please indicate which of the following apply.

Hearing Learning Mobility Vision Medical Other _____

Q6 (c). If you answered yes, would you like advice on support services and facilities which may assist you? Yes No

Q7. Prior to commencement of the Program you must have completed your degree or Diploma in Law. Please provide details:

Name of institution: _____ Degree/Diploma: _____

Date of completion (DD/MM/YYYY): ____/____/____ CHESSN* (if issued): _____ University Student No: _____

*Commonwealth Higher Education Student Support Number

Q8 (a). What is the highest level of education you have completed? Grad Diploma Bachelors Masters Doctorate

Q8 (b). If different from Q7 provide details: Name of institution: _____

Degree/Diploma: _____ Year of completion: _____

PART C - Course Preference

Please indicate the course code for which you wish to apply. Refer to the course dates on pages 12-14 of the Handbook or on the website:

Course Code (eg: NP101P):

Group 1 - Elective Code (eg: FLP):

Group 2 - Elective Code (eg: WEP):

Graduate Diploma of Legal Practice Enrolment Form



Further Information

Q9. On completion of the Program where do you intend to practise?

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

Q10. How did you hear about the Program?

University Lecturer Personal Referral Brochure Website
 College representative visit University careers day Student Law Society Other (please specify) _____

Q11. What is your main reason for choosing The College of Law?

Convenient start dates Online course Employer's choice Other (please specify) _____
 Reputation and profile of the College Part-time option

Q12. Who has funded your study?

FEE-HELP Employer Private Other (please specify) _____

PART D - Accompanying Documentation Required with Application

- Copies of tertiary degree, diploma or academic transcripts certified by a JP or solicitor as a true copy, evidencing completion of degree or Diploma in Law, if available or provide a covering letter stating when it will be available.
- If tertiary qualification documents have been obtained in a different name from that which is on this enrolment, attach original or certified copies of documents evidencing that change (e.g. marriage certificate or name change certificate).
- One passport-size photograph, with your 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.

PART E - Conditions of Enrolment

By signing this application form you:

- Agree to comply with The College of Law Rules and Program requirements available in the Course Manual located at www.collaw.edu.au
- 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 Course 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 **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 on behalf of The College of Law.
- Agree to receive all notices and correspondence, including Commonwealth Assistance Notices electronically.

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 Amex Card No: _____ / _____ / _____ / _____

Name as it appears on card: _____ Signature of the card holder: _____

Expiry Date: ____/____/____ CCV Code: _____ Amount to be charged to card: \$ _____

Electronic Fund Transfer (EFT) Account: College of Law Pty Ltd
Bank: National Australia Bank
BSB No: 082 053
Account: 509108161

Please quote reference:
PLT – [your initial and surname]
(after 24 Dec 2009 please see website
for account details)

Return Enrolment 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	\$ _____