

# Coursework Component Application for Enrolment Form



The College of Law

Online applications available from September

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: \_\_\_\_\_ Work email: \_\_\_\_\_

Email: \_\_\_\_\_ Employer name: \_\_\_\_\_

### 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 descent?

Yes  No

### Are you of Torres Strait Islander descent?

Yes  No

Q3 (a) Do you have a disability, impairment, or long term medical condition which may affect your studies?  Yes  No

### Q3 (b) If yes, please indicate which of the following apply.

Hearing  Learning  Mobility  Vision  Medical Other \_\_\_\_\_

Q3 (c) If you answered yes, would you like advice on support services and facilities which may assist you?  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:

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?  Grad Diploma  Bachelors  Masters  Doctorate

Q8 (b) If different from Q7 provide details: Name of institution: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_ Year of completion: \_\_\_\_\_

Q8 (c) What was your last year of secondary school? \_\_\_\_\_

Q9 (a) What is the gender of your 1st parent?  Male  Female Highest education level of your 1st parent \_\_\_\_\_

(b) What is the gender of your 2nd parent?  Male  Female Highest education level of your 2nd parent \_\_\_\_\_

## PART C - Course Preference

Please Indicate the course code for which you wish to apply. If you wish to undertake your onsite in London, please tick the London box. Please check the course, onsite and exam dates at [www.collaw.edu.au/coursedates](http://www.collaw.edu.au/coursedates) before applying to enrol.

Course Code (eg: QP123F):   I wish to undertake my onsite in London

Please indicate the two elective subjects you wish to complete. You must select one elective from each group before your enrolment can be processed. Student Services will contact you if your chosen elective is not available.

**Group 1 (select one)**  Administrative Law Practice  
 Criminal Law Practice  
 Family Law Practice

**Group 2 (select one)**  Consumer Law Practice  
 Employment and Industrial Relations Practice  
 Planning and Environmental Law Practice  
 Wills and Estates Law Practice

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## Further Information

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

NSW  VIC  QLD  WA  SA  TAS  ACT  NT  Other  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  Other (please specify) \_\_\_\_\_

### Q12. 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

### Q13. Who has funded your study?

FEE-HELP  Employer  Private  Other (please specify) \_\_\_\_\_

## PART D - Accompanying Documentation Required with Application

Please tick the applicable boxes:

- I have enclosed a certified copy of my Academic Transcript with this application OR
- I undertake to submit to The College of Law a certified copy of my Academic Transcript prior to completing my PLT coursework
- 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.
- Completed Application for Advanced Standing (if applicable).

## 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/coursemanual](http://www.collaw.edu.au/coursemanual).
- ▶▶ 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 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 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) – See [www.collaw.edu.au/payment-options](http://www.collaw.edu.au/payment-options) for bank account details or call 1300 856 111.

#### 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	\$ _____
<b>Total</b>	\$ _____