

Part Program (Victoria) Enrolment Form



The College of Law

Enrolment Guidelines

Practical Legal Training - Part PLT Program (Victoria)

Before you submit your Enrolment Form, please familiarise yourself with the Program and with the computer and technical requirements at www.collaw.edu.au.

This guide is designed to assist you to accurately complete the Part Program Enrolment Form. If your form is not accurately completed we will be unable to process your application. The Enrolment Form requires all students to provide information, which is used for administration, and for government and statistical reporting.

How do I Apply?

Complete all sections of the Enrolment Form and fax or post to the Part Program. You must pay your program fees at the time of enrolment. We will contact you once we have enrolled you and provide you with a login and password, together with details of the online program.

Completing the Enrolment Form

Personal Details – Part A

All sections must be completed. If your postal address is different to your permanent 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 prior educational qualifications. For the section Degree/Diploma please list the most appropriate of the following options:

- Bachelor level
- Postgraduate level
- Overseas student

The **CHESN** is the Commonwealth Higher Education Student Support Number which is allocated to students accessing government assistance HELP loans. You may have already been issued a CHESN through prior studies (e.g. for a HECS-HELP loan).

If you have been previously issued a CHESN by any Higher Education provider, you are obliged to provide this information. Your CHESN would be recorded on a Commonwealth Assistance Notice or contact DEST on 1800 020 108 to check if you have had one issued.

Program Details and Subject Selection – Part C

In this section please specify the exam dates and subjects in which you are enrolling.

If you are only required to undertake Trust and Office Accounting and/or Professional Responsibility, you only need to indicate which exam date you intend to sit.

If you are required to undertake any more than these two subjects, you will need to indicate which course code and start date you intend to participate in.

Accompanying Documentation

You must provide with your Enrolment Form a copy of the letter from the Council of Legal Education which advises their determination regarding your application for exemption, along with a copy of your Australian visa from your passport and upfront payment.

Conditions of Enrolment

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 available depending on your enrolment type. Full fees must be paid upfront.

Further Enquiries

If you have any further questions, please contact Student Services on 1300 856 111 or 02 9965 7000 or by email enrolments@collaw.edu.au

Return Enrolment Forms to: Student Services - Part Program

The College of Law
2 Chandos St, St Leonards, NSW, 2065
or DX 3316 Sydney
Fax: 61 2 9965 7144
Email: enrolments@collaw.edu.au

Exemptee Program (Victoria) Enrolment Form



The College of Law

Personal Details - Part A

Title _____ Surname _____

First Name _____ Preferred first name (if different) _____

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

Home Telephone _____ Mobile Telephone _____

Work Telephone _____ Facsimile _____

Email Address _____ Work Email _____

Postal address for all correspondence:

Address _____

Suburb/Town _____

State _____ Postcode _____ Country _____

Permanent home address (only if different):

Address _____

Suburb/Town _____

State _____ Postcode _____ Country _____

Personal Details - Part B

Q1. 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)

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.
 Vision Learning Medical Other _____

Q6 (c). If you answered 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: _____ CHESSN (if issued): _____

Exemptee Program (Victoria) Enrolment Form



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Accompanying Documentation required with Enrolment Form

- A copy of the letter issued by the Council of Legal Education, advising of the determination regarding partial exemption from Practical Legal Training.
- Up front fee payment must be included.

Conditions of Enrolment

By signing this Enrolment Form you:

- Undertake to familiarise yourself and comply with The College of Law Rules and Program requirements in the Course Manual at www.collaw.edu.au
- 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.
- 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.

When nominating your preferred exam dates, 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 exam transfers and transfer fees, the cut-off for enrolment is thirty (30) days before your first exam.

Signature of Applicant: _____ Date: _____

Payment Details

Note: The College of Law does not accept cash or Diners

I wish to pay by:

- Electronic or telegraphic transfer
Account Name: College of Law
BSB No.: 082 212
Bank: National Australia Bank
Account No.: 164 281 531
Branch: 32 Willoughby Road, Crows Nest 2065

Cheque (attached) payable to The College of Law

Please debit my:

- Visa Mastercard Amex

Card No.

Expiry Date ____/____ Total Paid \$ _____

Name as it appears on Card _____ Signature of Card Holder _____