

Guidelines and Information for filling out the Trainee Admission Program enrolment form

Before you submit your application, please review the Queensland Trainee Admission Program Brochure including the Computer Requirements and Information for Students (www.collaw.edu.au under Law Graduates) to familiarise yourself with the Program and with the technical requirements.

This guide is designed to assist you to accurately complete the enrolment form and Request for FEE-HELP Assistance Form (if required). If your forms are not accurately completed we will be unable to process your enrolment. The enrolment form requires students to provide information, which is used for administration, and for government and statistical reporting.

HOW DO I ENROL?

Complete all sections of the enrolment form and fax or post to Student Services. 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 FORMS

PERSONAL DETAILS – PART A

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

- Bachelor level
- Postgraduate level
- Overseas student

The CHESSN is the Commonwealth Higher Education Student Support Number allocated to students accessing government assistance HELP loans. You may have already been issued a CHESSN through prior studies (e.g. for a HECS-HELP loan). If you have been previously issued a CHESSN by any Higher Education provider, you are obliged to provide this information. Your CHESSN would be recorded on a Commonwealth Assistance Notice or you may 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 program dates and subjects in which you are enrolling.

To satisfy the Programmed Training requirements of the Legal Practitioners Admission Board you must undertake Professional Responsibility plus additional subject/s of your choice to accumulate the necessary 90 hours. If you also need to complete Supplementary Competencies Training you must select those

subject areas which will not be covered by your traineeship plan.

ACCOMPANYING DOCUMENTATION

You must provide a copy of the Legal Practitioners Admission Board Letter of Approval of Supervised Traineeship along with either upfront fee payment or the Request for FEE-HELP Assistance Form when you submit your enrolment form.

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. For eligible students, the tuition fee as shown in Part C can be fully or partially covered by FEE-HELP. Otherwise the full tuition fee for all subjects to be undertaken must be paid upfront at the time of enrolment.

All students wishing to access FEE-HELP loans must include a Request for FEE-HELP Assistance Form with this enrolment form. Only original copies of this form are acceptable. To obtain a copy please contact Student Services on 1300 856 111 or enrolments@collaw.edu.au.

FILLING OUT THE REQUEST FOR FEE-HELP ASSISTANCE FORM

You must read the FEE-HELP Information booklet before filling out this form.

Some common mistakes made by students are as follows:

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, you should leave this blank.

Question 6 The Course of Study; for the purposes of the Department of Education, Science and Training this is 'Bridging Studies'

Question 10 You must include your Tax File Number (TFN) on the Request for FEE-HELP Assistance Form. If you do not include your TFN on the Request for FEE-HELP Assistance Form, you will not be eligible for FEE-HELP.

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.

FURTHER ENQUIRIES

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

Applications must be returned to:
Student Services, The College of Law
PO Box 2, St Leonards NSW 1590
Fax: 02 9965 7144
Email: enrolments@collaw.edu.au

Trainee Admission Program Enrolment Form - Queensland



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

Personal Details - Part A

Title: _____ Surname: _____ Middle Name: _____

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 (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 Vision Learning Mobility 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 level of education you have completed? Grad Diploma Bachelors Masters Doctorate

Course Preference

Q8. Please indicate the program code for which you wish to apply:

Full-time Program Code and Start Date	Enrol by
<input type="checkbox"/> QP122F 16 Jan 12	4 May 12
<input type="checkbox"/> QP123F 16 Apr 12	27 Jul 12
<input type="checkbox"/> QP124F 28 May 12	7 Sep 12

Trainee Admission Program Enrolment Form - Queensland



Please indicate the subjects for which you wish to apply:

Subjects	Code	Local Fee
<input type="checkbox"/> Professional Responsibility	PR	\$1500
<input type="checkbox"/> Civil Litigation Practice	CLP	\$1500
<input type="checkbox"/> Commercial and Corporate Practice	CCP	\$1500
<input type="checkbox"/> Property Practice	PP	\$1500
<input type="checkbox"/> Trust and Office Accounting	TOA	\$776
<input type="checkbox"/> Administrative Law Practice	ALP	\$776
<input type="checkbox"/> Criminal Practice	CP	\$776
<input type="checkbox"/> Family Practice	FP	\$776
<input type="checkbox"/> Consumer Law Practice	CON	\$776
<input type="checkbox"/> Employment and Industrial Relations Practice	EIR	\$776
<input type="checkbox"/> Planning and Environmental Law Practice	PEL	\$776
<input type="checkbox"/> Wills and Estates Law Practice	WE	\$776
Professional Skills (for any combination of the below skills)	PS	\$1800
<input type="checkbox"/> All Skills		
<input type="checkbox"/> Early Dispute Resolution		
<input type="checkbox"/> Advocacy Workshop		
<input type="checkbox"/> Writing and Drafting		
<input type="checkbox"/> Interviewing Clients		
<input type="checkbox"/> Risk Management Workshop		
Total Fee		

Conditions of Enrolment

By signing this application form you:

Undertake to familiarise and comply with The College of Law Rules and Program requirements available in the Course Manual located 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 reports to Supreme Court admission agencies and research on behalf of The College of Law.

Signature of applicant: _____ **Date:** _____

Accompanying documentation required with Enrolment

- Copy of your Legal Practitioners Admission Board "Approval of Supervised Training"
- Copy of your Certified Academic Transcript
- Either up-front fee payment must be included or an original completed **Request for Fee-Help Assistance Form**

Payment details I wish to pay by:

FEE-HELP – Request for FEE-HELP Assistance Form must be submitted with this enrolment.

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

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	\$ _____