

# 2023 PROFESSIONAL LEGAL STUDIES COURSE APPLICATION FORM

## PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE YOU COMPLETE THIS APPLICATION

The purpose of this form is to obtain from you the information we need to enrol you at the College. We need to collect information required by the Ministry of Education and other Government agencies for statistical and registration purposes. Please fill in the form properly:

- Completing all sections of the form
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions
- Signing the form and attaching all required documentation

An electronic version of this enrolment form is available at [www.collaw.ac.nz](http://www.collaw.ac.nz)

## PART A - PROGRAMME

**PROFESSIONAL LEGAL STUDIES**      PC9000      EFTS Value 0.400

## PART B - PERSONAL DETAILS (FULL LEGAL NAME REQUIRED)

Title: \_\_\_\_\_ First Name: \_\_\_\_\_  
Middle Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_  
Preferred First Name (if different): \_\_\_\_\_ Previous Legal Name(s): \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ (DD/MM/YYYY)      Gender:      Male      Female      GenderX  
Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_  
Preferred Email Address: \_\_\_\_\_

### Correspondence Address

Street: \_\_\_\_\_ Suburb/Town: \_\_\_\_\_  
City: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

### Residential Address (if different)

Street: \_\_\_\_\_ Suburb/Town: \_\_\_\_\_  
City: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

### Emergency Contact

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Your Employer:

Have you ever enrolled with another PLSC provider?      Yes      No

If YES please provide details:

## PART C - INTAKE INFORMATION

<b>Course Delivery preference:</b>	<b>Part-time</b>	Intake code or preferred start date:
	<b>Full-time</b>	Intake code or preferred start date:
<b>My Elective Choice:</b>	Information about elective options can be found at <a href="http://collaw.ac.nz/plsc">collaw.ac.nz/plsc</a>	
	Family OR Criminal OR In-house Practice OR Corporate	
<b>Workshops:</b>	<b>After the successful submission of this form, we will be in touch with workshop options for you to choose from.</b>	
	Will you be wishing for your assessments to be conducted in Te Reo Māori?	Yes No

## PART D - PERSONAL DETAILS

<b>NSN (National Student No.):</b>	<b>If known, please write it here:</b>		
<b>Citizenship and Residency:</b>	<b>You will need to supply evidence of your identity and citizenship or residency status.</b> Tick the box that describes your citizenship		
	New Zealand Citizen (NZL)	Australian Citizen (AUS)	Other
	<b>If you answered "Other" please specify your citizenship and whether you are a New Zealand or Australian Permanent Resident.</b>		
	(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand)		
	<b>New Zealand Permanent Resident</b>	Yes	No
<b>Australian Permanent Resident</b>	Yes	No	
	<b>During your enrolment in this qualification will you be a resident in New Zealand?</b>	Yes	No
<b>Ethnicity:</b>	<b>What ethnic group(s) do you belong to?</b> You may tick up to three boxes, which apply to you		
NZ European/Pakeha	111	Greek	123 Chinese 421
New Zealand Maori	211	Polish	124 Indian 431
Samoan	311	South Slav	125 Sri Lankan 441
Cook Island Maori	321	Italian	126 Japanese 442
Tongan	331	German	127 Korean 443
Niuean	341	Australian	128 Other Asian 444
Tokelauen	351	Other European	129 Middle Eastern 511
Fijian	361	Filipino	411 Latin American 521
Other Pacific People	371	Cambodian	412 African 531
British/Irish	121	Vietnamese	413 Other 611
Dutch	122	Other Southeast Asian	414

Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other"

**Iwi:** **If you identified as New Zealand Maori in the question about Ethnicity, what is the name of your Iwi?**  
You may enter more than one Iwi. If you do not know your Iwi, please enter "Don't Know"

Iwi: \_\_\_\_\_ Rohe (Iwi home area): \_\_\_\_\_

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Iwi: \_\_\_\_\_ Rohe (Iwi home area): \_\_\_\_\_

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**International student:** I have read the TEC International Students Guidelines and confirm that I have all necessary insurances required to study in New Zealand.

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**Disabilities:** **Do you live with the effects of significant injury, a long-term medical condition or disability which may affect your studies or which we should know of to assist you in the course?** If "Yes", please describe your impairment, disability or long-term medical condition. The information you provide is confidential.

Yes          No          If "Yes": \_\_\_\_\_

## PART E - ACADEMIC AND VOCATIONAL INFORMATION

**Prior Activity:** **What was your MAIN activity or occupation in New Zealand at 1 October last year?** You may tick only one box.

Non-employed of beneficiary (excluding retired)	02	Wage or salary worker	03
Self-employed	04	University student	05
		Overseas (irrespective of occupation)	09

**Secondary Study:** **What was the name of the last secondary school you attended?** State "overseas" if applicable

Name: \_\_\_\_\_ What was your last year at secondary school? \_\_\_\_\_

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**What is the highest level of achievement you hold from a secondary school?** Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. **Tick only one box.**

No formal secondary qualification	00	NCEA Level 3 or Bursary or Scholarship	15
14 or more credits at any level	11	Overseas qualification (including International Baccalaureate & Cambridge Exams)	09
NCEA Level 1 or School Certificate	12		
NCEA Level 2 or 6th Form Certificate	13	Other	98
University Entrance	14	Unknown	99

**Tertiary Study:** Please enter the name of the first tertiary institution you studied at since leaving school including University, Polytechnic, Institute of Technology, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas.

Name: \_\_\_\_\_ Year of your first tertiary enrolment: \_\_\_\_\_

**IRD Number:** **IRD number collection for student loan interest write-off. Do you currently have or will you have a Student Loan this year?**

**No** Please go to the next section

**Yes** Please enter your IRD number here (see below for more information on interest write-off)

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Please fill in your IRD number if you have a student loan, or will be applying for a student loan this year, so that Inland Revenue can determine your eligibility for and give you a full student loan interest write-off. Provision of your IRD number is voluntary. Please see Section K: Conditions of Application

## PART F - ELIGIBILITY TO ENROL

### APPLICANTS WITH A NEW ZEALAND LAW DEGREE COMPLETE THIS SECTION.

When you commence the course you must have completed the requirements for your law degree.

<b>Year of Completion:</b>	I completed my LLB in	(MM/YYYY)				
	<b>If not</b> , when do you expect to complete it?	(MM/YYYY)				
<b>University Conferring your Degree:</b>	Auckland	Waikato	Victoria	Canterbury	Otago	AUT
<b>My University ID Number:</b>						
<b>Starting year of LLB:</b>	/	(MM/YYYY)				

I agree to communicate to the College any issues that impact my eligibility to start the Professional Legal Studies Course.

### APPLICANTS WITH A LAW DEGREE FROM ANOTHER JURISDICTION COMPLETE THIS SECTION.

When you commence the course you must have completed the requirements of the Council of Legal Education.

Have you completed all the academic requirements imposed by the New Zealand Council of Legal Education?

**Yes** Please attach a copy of the letter from the Council confirming that you are eligible to study.

**No** When do you expect to complete the Council's academic requirements?

If you have not yet received your letter from the Council this needs to be emailed to [enquiries@collaw.ac.nz](mailto:enquiries@collaw.ac.nz) before your enrolment can be processed.

## PART G - WHY DID YOU CHOOSE THE COLLEGE OF LAW?

Why did you choose the College of Law PLSC? (Please tick all appropriate boxes)

Convenient starting dates	Being able to do the course mostly part-time
Online aspects of the course	Limited number and duration of onsite segments
Flexibility and choice	Reputation of the College and its course
Employer	International connections - College of Law Alliance
Other (Please specify):	

## PART H - HOW DID YOU HEAR ABOUT THE COLLEGE OF LAW?

How did you hear about the College of Law PLSC? (Please tick all appropriate boxes)

Friends	Your employer
Advertising	Your law faculty
Facebook	Other (Please specify):
LinkedIn	

## PART I - COLLEGE AWARD BASED PROGRAMMES

If you would like further information on our award based course please tick the appropriate boxes

LLM – **Please specify:**      Wills, Estates & Trusts      Family      Criminal

GDLP

## PART J - ADDITIONAL INFORMATION IN SUPPORT OF APPLICATION

### Accompanying documentation:

One passport sized photo with your name printed on the back.  
This can be emailed to enquiries@collaw.ac.nz

If any documents have a different name from the name(s) on this application, evidence of that change (eg marriage certificate, deed poll etc)

Evidence of your identity and evidence of your citizenship or residency status (scanned copy of your passport, or birth certificate)

## PART K - CONDITIONS OF APPLICATION

### BY SIGNING AND SUBMITTING THIS APPLICATION YOU:

- Undertake that you have completed all the course entry requirements.
- Undertake to familiarise yourself and comply with the College's Rules and all other requirements as set out in the Course Manual and the Professional Legal Studies Course Regulations 2006, which are available at [www.collaw.ac.nz](http://www.collaw.ac.nz)
- Authorise the College to request your original academic transcript or other evidence that you have completed requirements for your LLB, from your law school if required.
- Agree to advise the College if you change your home or work address or telephone numbers or your email address.
- Acknowledge the policy with regard to refunds and transfer fees as set out in the Handbook and Course Manual
- Acknowledge that you may be approached for confidential feedback on behalf of the College so that it might develop and improve the course.
- Acknowledge the College's reporting responsibilities to the Tertiary Education Commission, the Ministry of Education, the New Zealand Council of Legal Education, the High Court of New Zealand and the New Zealand Law Society for Admission purposes.
- Authorise the College to publish your name as a course graduate and if applicable any prizes associated with the course.
- Allow the College to send you information about the Alumni and continuing professional education.
- Authorise the College, under the Privacy Act 2020, to collect, hold, utilise and disclose personal information about you for the purpose of:
  - considering your application and providing the Professional Legal Studies course to you;
  - complying with its regulatory requirements;
  - providing to the New Zealand Law Society, information relevant to the issue of a certificate of character for the purposes of admission as a barrister and solicitor under the Lawyers and Conveyancers Act 2006;
  - providing information to your employer (if such employer has paid for some or all of your fees) about your attendance, conduct and performance in relation to the course.
- Acknowledge that your name, date of birth and residency as entered on this application will be included in the National Student Index and will be used in an Authorised Information Matching Programme with the New Zealand Birth Register. For further information please see [www.nsi.education.govt.nz](http://www.nsi.education.govt.nz)
- Acknowledge that where you have supplied your IRD number for the purpose of a student loan interest write-off, that information is being collected to provide to the Ministry of Education who will forward the information along with your full-time or part-time study status to Inland Revenue. Inland Revenue will use the information to assess your eligibility to a student loan interest write-off. The information will be used solely for this purpose.
- Acknowledge that failure to fully complete this application form and/or provide other necessary information to us, may mean we are unable to provide the course to you.
- Understand that you have rights of access to, and correction of, your personal information under the Privacy Act 2020.

## PART L - STUDENT FEE PROTECTION

For students paying course fees by StudyLink or other means (excluding a firm payment) a Fee Protection Form will be sent upon receipt of the PLSC Application Form.

## Part M - Payment

### I wish to pay by:

Internet Banking, the College will advise the account number with your acceptance email

Student Loan - apply direct at [www.studylink.govt.nz](http://www.studylink.govt.nz) (MoE code 7637)

Credit card - the College will send you payment details once your enrolment has been confirmed

Invoice to: Employer or other person      Name of Firm:

Name of Contact Person:

Email of Contact Person:

Address details for Invoice:

Note: fees must be paid in full or arrangements made for payment prior to commencement. Student loan applications must be approved prior to commencement.

## DECLARATION

I declare that to the best of my knowledge all the information supplied on, and with, this application is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Signature of applicant:

Date:

### SEND THIS APPLICATION TO THE COLLEGE OF LAW:

**BY EMAIL** enquiries@collaw.ac.nz    **BY DELIVERY** Level 8, 3 City Road, Auckland, 1010

**BY POST** PO Box 5047, Wellesley Street, Auckland, 1141

