

1. Enrolment, re-enrolment and abandonment

- 1.1 Except where otherwise provided for by the College, an application for enrolment must be made in accordance with the policies and procedures of the College.
- 1.2 Students must submit a completed application for enrolment by the first day of the Subject.
- 1.3 Once an application for enrolment is accepted by the College, students must pay the tuition fee in entirety or have submitted a Request for FEE-HELP Assistance.
- 1.4 The College will not accept a student into the PLT Program if a student, on the first day of the Coursework Component, has not satisfied all the requirements of a law qualification which is a prerequisite for admission to the PLT Program (see Selection Procedures). In some jurisdictions, as outlined on the College website, students are permitted to commence the PLT Program at an earlier time.
- 1.5 Prior to commencement of the PLT Program, a student must provide to the College:
 - (a) An original or colour copy of their academic transcript from the university conferring their law degree; or
 - (b) An original or colour copy of their testamur from the university conferring their law degree.
- 1.6 Failure to meet the requirement in paragraph 1.5, in addition to any other consequences relating to student non-compliance with College policies and procedures, may prevent or delay the issue of a certificate of completion and, if applicable, the award of the Graduate Diploma of Legal Practice.
- 1.7 The College may check a student's qualifications with the university, using the university's verification service website. If the verification confirms the degree the College employee must attach this confirmation to the student's file.
- 1.8 In some jurisdictions, where a student is permitted to commence the PLT Program at an earlier time or where the relevant documents described in paragraph 1.5 are not available at the time of enrolment and a student enrolls on the basis of an undertaking to provide the documents as soon as they are available, the student will not be permitted to complete or graduate until the documents have been provided.
- 1.9 Students are deemed to be enrolled in the Offering nominated on their current application for enrolment form, subject to any variations the College may later approve.
- 1.10 Students are deemed to be a student of the College while they are yet to complete the Offering in which they were last enrolled and the Maximum Permissible Period is yet to expire.
- 1.11 A student will cease to be a student of the College if:
 - (a) They withdraw from an Offering;
 - (b) They abandon or are excluded from an Offering; or
 - (c) A student's enrolment in an Offering or participation in an Offering is otherwise withdrawn or terminated in accordance with College policies.
- 1.12 A student is taken to have abandoned the Program if:
 - (a) They have not completed the Coursework Component and have not taken steps to transfer or defer within 12 months of the completion of the Offering in which they were last enrolled; or
 - (b) They have not completed the Program requirements and the Maximum Permissible Period has expired.

2. Tuition fees and refunds for FEE-HELP students

- 2.1 All College award Programs are approved courses for FEE-HELP. Students wishing to access FEE-HELP loans should contact support@collaw.edu.au or download the relevant information from studyassist.gov.au
- 2.2 At the time of a student's application for enrolment in a Program or Subject (including the Clinical Experience Module), a student must submit a completed Request for FEE-HELP Assistance form with their enrolment form. If a student did not enrol in the Offering including the Clinical Experience Module but later wishes to include the Clinical Experience Module, an additional Request for Fee-Help Assistance form must be submitted.
- 2.3 If a student's FEE-HELP application is accepted, they will be eligible to commence the Program or Subject without paying any tuition fees directly to the College.
- 2.4 FEE-HELP students may withdraw from the Program or Subject on, or prior to, the Census Date without incurring a Commonwealth debt.
- 2.5 After the Census Date, a student becomes liable to repay the indexed tuition fee via the tax system once they attain the relevant income level. (For more information see the FEE-HELP information booklet published by the Department of Education or download the relevant information at studyassist.gov.au.)
- 2.6 After the Census Date, the student's liability to the Commonwealth cannot be forgiven except in accordance with the College's Review Procedures.
- 2.7 All applications for withdrawals, transfers or refunds should be made in writing to support@collaw.edu.au
- 2.8 Students eligible for FEE-HELP are:
- Australian citizens or New Zealand Special Category Visa holders living in Australia who meet the long-term residency criteria and who will undertake, in Australia, at least one unit of study contributing to the course;
 - Permanent humanitarian visa holders who will be resident in Australia for the duration of the unit; and
 - Australian permanent residents who are undertaking bridging study for overseas-trained professionals, and will be resident in Australia for the duration of the study.
- 2.9 New Zealand students living in Australia who formerly held a Special Category Visa, have transitioned to a permanent resident visa, meet the long-term residency criteria and wish to apply for FEE-HELP will in addition, at the time of submitting an application for enrolment, be required to submit a completed Request for FEE-HELP Assistance form and a statutory declaration which states:
- When they first began to be usually resident in Australia; and
 - That they will be resident in Australia when studying the Program or Subject (including the Clinical Experience Module) they are seeking FEE-HELP Assistance for.
- Annexed to the statutory declaration must be:
- Evidence that they are a New Zealand Special Category visa (SCV) holder;
 - Evidence that they are a New Zealand citizen; and
 - Their immigration movement record into Australia.
- 2.10 Eligible students must also:
- Be enrolled in an eligible unit of study by the census date for that unit; and
 - Have not exceeded the FEE-HELP limit.
- 2.11 For the purposes of FEE-HELP eligibility, "permanent residents" or "citizens" must have the appropriate certificate or visa. The College will not accept FEE-HELP applications from people who are not citizens or appropriate visa holders at the time of application.

2.12 Flexible Offerings without Census Dates are not eligible for FEE-HELP. FEE-HELP loans are not available for enrolment on a non-award basis, unless undertaking prescribed Subjects for admission as a Legal Practitioner and all other criteria set out in paragraphs 2.8 to 2.11 are met.

3. Tuition fees and refunds for fee paying students

- 3.1 At the time of applying for enrolment in a Program or Subject (including the Clinical Experience Module), a student paying full fees up front must pay the advertised tuition fee to secure their place. If a student's application is refused, this money will be returned in full.
- 3.2 Subject to paragraph 3.4 fee paying students may withdraw from the Program or Subject on, or prior to, the Census Date and receive a refund of the tuition fee.
- 3.3 After the Census Date, there is no entitlement to a refund except in accordance with the College's Review Procedures.
- 3.4 All applications for withdrawals, transfers or refunds should be made in writing to support@collaw.edu.au
- 3.5 The College may withhold a student's results if a student owes any money to the College or has not returned any property of the College.
- 3.6 Nothing in this Program Manual or other College policies and procedures removes the right of a student to take further action under Australia's consumer protection laws.
- 3.7 Overseas students must pay the advertised overseas student tuition fee unless they have been granted full residence and become eligible in accordance with paragraph 2.8 to 2.11. The College requires only that the student's application for permanent residency has been accepted and appropriate evidence for such acceptance is provided.
- 3.8 There are no refunds for students undertaking Part Programs with open commencement and completion dates.

4. Advanced Standing

- 4.1 The College cannot exempt any student from undertaking any part of the PLT Program. However, the College may, where a Subject makes up a discrete part of the Coursework Component, give Advanced Standing for a Subject or part of a subject:
- (a) If the Subject was satisfactorily completed as part of a PLT Program at another PLT institution accredited in the same state or territory; or
 - (b) In any other case as the Assessment Review Committee approves.
- 4.2 Undergraduate or Juris Doctor subjects are not eligible for Advanced Standing.
- 4.3 If a student wishes to apply for Advanced Standing for any Subject a student must apply in writing to the Program Director before commencement of the Coursework Component. The College will not grant Advanced Standing for more than 50% of the Coursework Component. A student's application should address the criteria set out in paragraph 4.4. Once a student has started the Coursework Component, they will not be given Advanced Standing for any part of the Coursework Component.
- 4.4 The criteria relevant to an application for Advanced Standing are:
- (a) Whether the subject is prescribed under the National Competency Standards for Entry Level Lawyers;
 - (b) The state or territory where the PLT institution at which the subject was completed is

- accredited;
 - (c) The particular Stream for which Advanced Standing is sought;
 - (d) The time elapsed between the completion of the subject and the application; and
 - (e) Any other relevant matter.
- 4.5 When assessing a student's application for Advanced Standing, the Program Director or Assessment Review Committee may:
- (a) Accept or reject a student's application; or
 - (b) Accept the student's application on such conditions, including any relating to the fees payable for the Program, as it considers appropriate.
- 4.6 A student may appeal from the decision of the Program Director or the Assessment Review Committee to the Appeals Committee in accordance with the Assessment Rules.

5. Credit

- 5.1 If a student withdraws from the PLT Program a student may write to support@collaw.edu.au for credit for any part of the Coursework Component completed before they withdrew. Credit will only be given for:
- (a) Whole, and not part of, Subjects; or
 - (b) Attendance at onsite workshops in the Subject Lawyer's Skills completed before withdrawal.
- 5.2 Upon re-enrolment, a student's application for credit may be granted upon the following conditions:
- (a) No more than 2 years has elapsed between withdrawal and recommencement; and
 - (b) The work completed for which the student seeks credit is substantially the same as the work which is required in the Offering in which a student seeks re-admission.
- 5.3 Any subject not fully completed and assessed in the previous Offering must be repeated in entirety in the new Offering.

6. Re-admission

- 6.1 If a student:
- (a) Withdrew from;
 - (b) Abandoned;
 - (c) Was excluded from; or
 - (d) Had their enrolment terminated in the PLT Program
- and that student wishes to be readmitted, they must apply to the College and be selected for admission in the same way as persons who have not previously been students of the College unless an application to the Assessment Review Committee to resume the PLT Program, giving reasons supported by available documentation, is approved with or without conditions.
- 6.2 A student must pay all fees for the PLT Program for which a student seeks readmission.
- 6.3 A student is able to defer the Coursework Component for a maximum of 2 years. If a student does not recommence within that time they are taken to have abandoned the PLT Program.

7. Transfer between Offerings or Streams within the PLT Program

- 7.1 If, after commencement, a student transfers to another Offering or Stream, the Director of Customer and Student Engagement may approve that transfer if:
- (a) The student pays the prescribed fee; and either
 - (b) The Offering or Stream into which a student seeks to transfer has not progressed beyond the

stage (including all assessable submissions) a student reached in the Offering or Stream in which they are already enrolled; or

- (c) The Offering or Stream into which a student seeks to transfer has progressed beyond the stage a student reached in the Offering or Stream in which they are already enrolled, but the Program Director determines that they can satisfactorily complete the additional work that has been covered in the later Offering or Stream.

7.2 Applications for transfer between Offerings or Streams should be made in writing to support@collaw.edu.au.

7.3 The fee for the transfer is published on the College website at collaw.edu.au. This fee is payable upon requesting the transfer unless a fee waiver due to special circumstances is approved. There is no charge for a pre-commencement transfer. Pre-commencement means before the day on which the Offering commences.

7.4 Where a student's transfer is approved, they do not forfeit any part of the fee they have already paid. However, where different fees apply to the Offering to which, and the Offering from which, a student transfers, the total fee payable by a student will be adjusted (upwards or downwards, as the case may require) to be such sum as the Director of Customer and Student Engagement decides is appropriate to reflect the respective proportions of the total coursework to be completed in each of those Offerings.

7.5 FEE-HELP students who transfer after the Census Date do not have any right to a re-crediting of their FEE-HELP balance except as provided for under the Review Procedures.

7.6 A student who transfers after the Census Date does not have the option of withdrawing with a refund or without incurring a Commonwealth debt except as provided under the Review Procedures.

7.7 The maximum number of post-commencement transfers permitted by the College is 3, after which a student will be required to apply to the Program Director, giving reasons supported by available documentation, for permission for additional transfers. At the Program Director's discretion, if an excessive number of transfer applications have been made by the same student, the Program Director can delegate responsibility to the Assessment Review Committee to approve a transfer application in accordance with the Assessment Review Committee's terms of reference. If the application is refused by the Program Director or the Assessment Review Committee, a student must apply to re-commence the PLT Program from the beginning (including the payment of a further tuition fee).

7.8 Transfer within an Offering from one elective to another (without charge) is permitted until the census date. No elective transfers will be allowed after that time.

8. Withdrawal – fee paying students

8.1 Subject to paragraph 8.3, if a student wishes to withdraw, they must immediately notify the Director of Customer and Student Engagement in writing to support@collaw.edu.au stating the circumstances.

8.2 If a student notifies the Director of Customer and Student Engagement on or before the Census Date of the relevant Program from which they wish to withdraw, they will receive a refund of the fee.

8.3 If a student notifies the Director of Customer and Student Engagement after the Census Date, they will no longer be entitled to a refund except at the discretion of the College. In exercising that discretion, the College will apply the same criteria as apply to applications for review by FEE-HELP students under the Review Procedures.

8.4 A transfer or deferral to another Offering or Stream is not a withdrawal. Students transferring or deferring will still lose their eligibility for a refund of tuition fees after the original Census Date.

9. Withdrawal – FEE-HELP students

- 9.1 If a student wishes to withdraw from an Offering, they must immediately notify the Director of Customer and Student Engagement in writing to support@collaw.edu.au stating the circumstances.
- 9.2 In all cases the date of receipt by the College of any letter or email will be taken as the date of notification.
- 9.3 If a student withdraws on or before the relevant Census Date they will not incur a debt to the Commonwealth and their FEE-HELP entitlement will be re-credited.
- 9.4 If a student withdraws after the Census Date they will still incur a debt to the Commonwealth for the full tuition fee. In certain circumstances, the College may allow an application to preclude the incurring of a debt (see Review Procedures).
- 9.5 A transfer or deferral to another Offering or Stream is not a withdrawal. Students transferring or deferring will still incur a tuition debt after the original Census Date.

10. Clinical Experience Module

- 10.1 Students wishing to undertake the Clinical Experience Module must pay the relevant fee as may apply from time to time.
- 10.2 Students in a full-time Offering may only enrol in the Clinical Experience Module once they have successfully completed the Coursework Component.
- 10.3 Students in a part-time Offering may enrol in the Clinical Experience Module prior to completion of the Coursework Component provided all coursework up to and including week 16 has been satisfactorily completed.
- 10.4 All students enrolling in the Clinical Experience Module must enrol no later than the first day of the Clinical Experience Module Offering.
- 10.5 The usual Work Experience Rules apply to the work placement done within the Clinical Experience Module with the exception of the need to complete 75 days.
- 10.6 The work experience requirement for the Clinical Experience Module is 15 days (or 25 days in Western Australia) and must be completed before enrolling in the Clinical Experience Module.
- 10.7 Students who obtain work experience after enrolling in the Clinical Experience Module may withdraw from the Clinical Experience Module subject to the usual rules regarding refunds set out in parts 8 and 9.
- 10.8 Students can withdraw and be issued a full refund before the census date of the course. After the census date if a student transfers, there will be a fee unless a fee waiver due to special circumstances is approved. Fees are charged in accordance with the schedule published on the College's website at collaw.edu.au

11. Part Programs

- 11.1 In some circumstances, eligible students are permitted to undertake part of the PLT Program in order to satisfy the requirements for admission to the legal profession.
- 11.2 Subjects undertaken are the same as subjects taken within the full PLT Program.
- 11.3 All College policies, procedures and rules applying to PLT students also apply to Part Program students unless otherwise indicated.
- 11.4 FEE-HELP is not available in Part Programs if the Offering has no advertised Census Date. If an eligible Part Program Student wishes to access FEE-HELP they must enrol in a general Offering and undertake the requisite subjects in accordance with the timetable for that Offering.
- 11.5 Part Programs may only be undertaken online.
- 11.6 Part Program students are not eligible for the award of a Graduate Diploma in Legal Practice.
- 11.7 Upon successful completion of the Subjects in which they are enrolled, Part Program students receive a Certificate of Completion, which must be included with the application for admission as a lawyer.
- 11.8 Flexible Offerings of Part Programs do not have advertised start or end dates and can be done at the student's own pace (with the proviso that a student must be enrolled in a given Subject for 4 weeks before they are eligible to sit the assessment).
- 11.9 A Part Program Student is taken to have abandoned a subject if they have not completed it by 31 March the following year of enrolment. If a student has not completed the subject by then they are required to pay a transfer fee and may be required to resubmit activities completed unless a fee waiver due to special circumstances is approved. The relevant transfer fee is detailed on the College's website at collaw.edu.au

12. Trainee Admission Program (Queensland)

- 12.1 The Legal Practitioners Admission Board (LPAB) in Queensland requires Trainees to complete 90 hours of supplementary training (including legal ethics). Individual Subjects within the PLT Program have been approved as supplementary training.
- 12.2 Trainees must register a Traineeship Plan with the LPAB which indicates how they will complete the requisite competencies (as set out in Appendix B to the Law Admissions Consultative Committee Report, reproduced in Attachment 2 to the Supreme Court (Admission) Rules 2004) over the course of their traineeship period. Wherever a competency cannot be satisfied within a law firm, the Traineeship Plan must identify approved training (in the form of practical legal training) to satisfy that competency. Discrete subjects within the PLT Program can be undertaken as approved training.
- 12.3 Students enrolled in the Trainee Admission Program are required to keep pace with an online timetable and oral assessments as scheduled.
- 12.4 The Trainee Admission Program is offered several times per year. FEE-HELP is available for eligible students.
- 12.5 Students in the Trainee Admission Program are not required to undertake either Work Experience or the Continuing Professional Experience Component, but all other policies, procedures and rules contained in this Program Manual or which are otherwise applicable to students of the College apply to Trainees unless otherwise indicated.

- 12.6 Trainees are not eligible for the award of a Graduate Diploma in Legal Practice.
- 12.7 Trainees, upon successful completion of the Subjects in which they are enrolled, receive a Certificate of Completion, which must be included with their application for admission as a lawyer.

13. Trainee Admission Program (Victoria)

- 13.1 The Victorian Legal Admissions Board in Victoria requires Trainees to complete supplementary training (including legal ethics) in accordance with the *Legal Profession Uniform Admission Rules 2015*.
- 13.2 The Trainee Admission Program is otherwise similar to the Trainee Admission Program in Queensland detailed in paragraphs part 12.