

ENROLMENTS

WORKLOAD

Prior to enrolling, you should give careful consideration to the work associated with your proposed course of study, including attendance at lectures and preparation of assignments. The amount of study time you need to allocate to each subject is difficult to estimate, but in very general terms you should anticipate at least three hours of study for each hour of teaching time. Additional time is required for assignment preparation. You should consider employment and family commitments, and health factors which might adversely affect your capacity to undertake the intended study program.

It is also important for financial reasons that you carefully assess your capacity to undertake your chosen workload, as a student who withdraws from a subject after enrolment is not entitled to a refund of fees, nor to have fees transferred to a later session.

If you are a new student, you should note that a standard workload for the first two years is two subjects per session. Many students, especially those taking the course part time or without a strong background in tertiary level studies, would be better advised to begin with one subject.

On the other hand, students with a successful background in tertiary education, and not in full-time employment, may apply to accelerate their progression by taking three or even more subjects (see pages 12-13).

Students should take note of the examination timetable on page 45 and choose their subjects carefully to avoid sitting for two exams in the same session. If a student has no other option than to enrol in subjects that are scheduled for examination in the same session on the same day, the student must contact the LPAB's Examination Officer no later than 5 February 2010 to request appropriate special accommodations.

ENROLMENT PERIOD

The enrolment period for the Summer 2009-10 Session will be between Thursday 22 October 2009 and Friday 30 October 2009, both dates inclusive.

LATE ENROLMENT

If you have made an application to the Examinations Committee for relaxation of the tuition, progression or exclusion rules, you should register online with the LEC Webcampus, attend lectures and prepare compulsory assignments but you may not attempt to enrol in any subject before your application has been determined. The Committee will, if necessary, extend the enrolment period when communicating the result of your application to you. Other than this:

- (a) an application for enrolment which reaches the Legal Profession Admission Board's office later than Friday 30 October 2009 but no later than Friday 6 November 2009 will be processed, but only upon payment of a late fee of \$60.00 in addition to other fees payable; and
- (b) applications which reach the Board's office later than Friday 6 November 2009 will not be processed.

ENROLMENT FEES

The enrolment fees payable in respect of each subject consist of:

- a tuition fee, which has been set for the Summer 2009-10 Session at \$436.00 and;
- an examination fee of \$140.00 per subject.

The combined tuition and examination fees are \$576.00 per subject.

The Board collects all enrolment fees including the tuition fee on behalf of the Law Extension Committee.

Payment must be made in full at the time of enrolment.

An enrolment will be cancelled where a cheque is not met upon presentation. A re-enrolment following the dishonour of a cheque will incur a dishonour fee of \$35.00. If the re-enrolment is received after the normal enrolment deadline the late fee is also payable.

You should note that a student who withdraws from a subject, or who fails to sit for the examination in a subject, is not entitled to a refund of fees, nor to have fees transferred to a later session.

ENROLMENT PROCEDURE

In order to enrol you must:

- (a) complete an application for enrolment, giving student number, full name and address, phone number and nominated examination centre;
- (b) obtain a cheque, money order, international money order or bank draft in Australian dollars payable to the Legal Profession Admission Board for the necessary fees;
- (c) return the completed application for enrolment, and the necessary fees by one of the following methods:
 - (i) by sending them by post to:
Legal Profession Admission Board
GPO Box 3980
Sydney NSW 2001;
 - (ii) by sending them via the Document Exchange to:
Legal Profession Admission Board
DX 602 Sydney;

- (iii) by depositing them in an envelope in the red enrolment box at the Board's office on:
Level 4, 37 Bligh Street
(cnr of Hunter Street)
Sydney.

Please Note

- Applications for enrolment which are incomplete will not be processed.
- Cash must not be sent or tendered to the Board in payment of enrolment fees.
- Enrolment will not be accepted across the counter at the Board's office during the enrolment period.
- Emailed enrolment applications will not be accepted.
- All students enrolled for the Board's examinations must also register online with the LEC in each subject for which they are enrolled.

EARLY AND ACCURATE ENROLMENT INCENTIVE!

Many students wait until near the cut-off date to enrol. This leads to some delays in students having their enrolments confirmed. Some delay is inevitable but it can be lessened if as many students as possible enrol on the first few days of enrolment rather than the last few days.

To encourage early and accurate enrolment the Board holds a draw on each of the first three enrolment days. At 5 pm on **Thursday 22 October, Friday 23 October, and Monday 26 October**, the Board's enrolment box will be opened and two enrolment applications received by the Board that day will be drawn from the bin. The enrolment applications will be checked for completeness and validity. For the first two complete and valid enrolment applications drawn on each day, 50% of the Board's Examination Fees (\$70 per subject) will be waived. If an incomplete or invalid enrolment application is drawn, the waiver will not apply and another application will be drawn. Students are welcome to attend the Board's office to witness the draw.

The applications included in each draw will be those received in the Board's office on the day of that draw.

In order to qualify to win one of the waivers:

- the enrolment application must be placed in the bin at the Board's office or, if sent by mail, the envelope must be marked clearly "ENROLMENT";
- the enrolment form must be clearly legible;
- all required information must be provided;
- the cheque or money order must be for tuition fees (unless already granted exemption) and examination fees only and must be for the correct amount;
- the Student-at-Law must not be excluded, whether or not he or she has been informed of the exclusion;
- the enrolment must be for the right number of subjects and for subjects in the right order (unless an application for subject out of order or accelerated progression has been approved).

Please note that you will not be eligible to win if you are excluded or making a student course application. As usual in such cases, you have to wait until your Rule 67 application or your student course application is determined before you can enrol.

Those students who win a waiver will receive a cheque from the Board for the fees waived.

POST ENROLMENT MATTERS

A letter confirming your enrolment, examination details and a receipt of your fees will be posted to you as soon as practicable after your application for enrolment has been received and processed by the Board. Please note this will be the only written confirmation of your exam details the Board will send to you. If you have not received the letter within 28 days of the last day of enrolment, you should contact the Board's Student Services Officer (telephone (02) 9338 3505) to confirm that your enrolment has been received and processed.

LIBRARY/STUDENT CARDS

New students

The University Card Centre will post your student Library Card to you as soon as practicable after your enrolment has been received and processed by the Board and after you have completed the LEC Online Registration process. If you have not received your Library Card within 3 weeks of the commencement of the course, you should contact the Card Centre (telephone (02) 9351 2423 or email: university.cards@usyd.edu.au)

Continuing students

Library cards will be re-validated once your enrolment with the Board has been completed and after you have completed the LEC Online Registration process.

CHANGE OF ADDRESS

You must inform the Board in writing of any change of name, address, telephone number or facsimile number. The change can be notified by fax to (02) 9338 3555, mail to GPO Box 3980 Sydney 2001, or email at ag_lpab@agd.nsw.gov.au. In addition, update your details with the Law Extension Committee on the Webcampus (see page 26) and the University Card Centre (see page 36).

DISCIPLINE

Cheating in the Board's examinations or the Law Extension Committee's home assignments occurs from time to time and leads to a great deal of distress for all concerned. A Student-at-Law must ensure that any examination or assignment work which he or she submits as his or her own, **really is** his or her own, and has not been created, wholly or in part, through the use of an unauthorised aid or someone else's work.

The Examinations Committee and the Law Extension Committee are required by Rule 82 of the Legal Profession Admission Rules to be vigilant to detect any cases of cheating in examinations or home assignments. The comments of the Law Extension Committee on this subject are on pages 32, 33 and 40.

If a teacher or other officer of the Law Extension Committee alleges that plagiarism has occurred in an assignment, or an examiner or other officer of the Board alleges that there has been cheating in an examination, the Board's Executive Officer usually puts the allegation to the Student-at-Law, asking him or her to show cause why he or she should not be dealt with under Rule 84.

The ensuing formal procedures, set out in Rules 84 and 85 of the Legal Profession Admission Rules, can involve a formal hearing before a Hearing Committee, a reprimand, refusal of admission to examinations for a specified period, or cancellation of registration as a Student-at-Law. Records of disciplinary proceedings and findings against a Student-at-Law become part of that student's official record and may be kept by the Board for over 70 years.

One of the most fundamental qualities of a lawyer is honesty. The Board takes cheating so seriously because it shows a lack of this most fundamental quality. Unless the Board is satisfied that a person is honest, the Board must refuse that person's application for admission to the legal profession. In 2004 the Board did refuse to approve the admission of a university law graduate found guilty of several instances of plagiarism.

In December 2007 an Australian lawyer was struck off the roll for failing to disclose a plagiarism offence at the time of admission.

The Board's disciplinary provisions may be employed in relation to other forms of misconduct but, in recent times, there have been more allegations of cheating than any other form of misconduct.

REFUND POLICY

The Board does not refund application or enrolment fees.

Students should note it is important for financial reasons that you carefully assess your capacity to undertake your chosen workload, as a student who withdraws from a subject after enrolment or fails to sit an examination in a subject is not entitled to a refund of fees, nor to have fees transferred to a later session.

In some **exceptional** cases after the commencement of lectures the Board may approve a partial refund and retain fees to cover the cost associated with processing an application and the refund.

Fees payable on application are not refundable if an application is unsuccessful or requisitioned.

A refund will not be considered unless a formal request is made and it is received by the Board within a reasonable timeframe.

LEGAL PROFESSION ADMISSION BOARD FEES (\$AUD)

Refer to the Board's website at www.lawlink.nsw.gov.au/lawlink/lpab/ll_lpab.nsf/pages/lpab_feeschedule

