

# CHECKLIST

## Application for Enrolment

*Every session a significant number of applications for enrolment are returned to the applicant because they have been incorrectly completed or the student is ineligible to enrol. The following checklist is an aid for you to ensure that your application is correct and complete. Please refer to your Course Information Book for details of the enrolment procedure.*

*Tick the following as you check your completed application:*

- The correct subjects have been entered onto the application form in compliance with the progression rules and with regard to the examination timetable. [ ]
- I have signed the Application for Enrolment. [ ]
- The cheque/money order enclosed as payment for enrolment fees is for the correct amount, payable to the LPAB and the cheque has been signed. [ ]
- I have not combined the enrolment fees with fees for another application in a single cheque/money order. [ ]
- I am not currently in breach of either Rule 64 or 66. [ ]
- I am not pre-empting a decision of the Examinations Committee (Rule 67/Student Course Application) by lodging my enrolment now. [ ]

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## How to lodge your Application for Enrolment

1. Attach the cheque/money order for enrolment fees to the front of the Application for Enrolment.
2. Place in envelope addressed to the Legal Profession Admission Board and either;

Post to:

**GPO Box 3980  
Sydney NSW 2001**

or

Deliver to:  
**DX 602 Sydney**

or

Drop into the red box at:  
**Lv 4, 37 Bligh Street, Sydney NSW**