

**KYOTO AND TOKYO SEMINARS IN JAPANESE LAW
APPLICATION FORM****Kyoto Seminar: 6-10 February 2012; Tokyo Seminar: 13-16 February 2012**

This form has been designed to be completed online and then printed. If you prefer to complete it by hand, please use BLOCK LETTERS.

PERSONAL DETAILS

| | | |
|----------------------|----------------------|--|
| Title | First name(s) | Last name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Gender | Date of Birth | Place of Birth |
| <input type="text"/> | <input type="text"/> | City <input type="text"/> Country <input type="text"/> |

CONTACT DETAILS

Residential address

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Street | Suburb | | |
| <input type="text"/> | <input type="text"/> | | |
| City | State | Postcode | Country |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Phone

| | |
|----------------------|----------------------|
| Home/Work () | Mobile |
| <input type="text"/> | <input type="text"/> |

Email (If you are a University of Sydney student, please use your University email address)

Postal address

 same as above

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Street | Suburb | | |
| <input type="text"/> | <input type="text"/> | | |
| City | State | Postcode | Country |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

EMERGENCY CONTACT DETAILS

Please provide the details of a family member or friend who can be contacted in case of emergency.

| | |
|----------------------|----------------------|
| Name | Relationship to you |
| <input type="text"/> | <input type="text"/> |

Address

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Street | Suburb | | |
| <input type="text"/> | <input type="text"/> | | |
| City | State | Postcode | Country |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Phone

| | |
|----------------------|----------------------|
| Home () | Work () |
| <input type="text"/> | <input type="text"/> |
| Mobile | Other |
| <input type="text"/> | <input type="text"/> |

DETAILS OF CURRENT ACADEMIC STUDIES

Are you enrolling in this course for degree purposes? Yes No

Name of your University

Student number

Name of your degree

Year of your degree (e.g. Third year)

Will this be your final unit of study prior to graduation? Yes No

ENROLMENT DETAILS

I am currently enrolled as:

- a domestic undergraduate or JD Commonwealth supported (CSP) student
- a domestic undergraduate or JD full-fee student
- an international undergraduate or JD student
- a domestic postgraduate student
- an international postgraduate student

If you are a CSP student will you be deferring your HECS or paying upfront? Defer Pay upfront

Do you wish to apply for FEE-HELP to defer payment of your tuition fee? Yes No

(Please note that this option is only available to postgraduate students, and full-fee paying undergraduate and JD students, who are also Australian citizens)

Which seminar(s) do you wish to attend? Kyoto Seminar only Tokyo Seminar only Both seminars

(Undergraduate and JD students must attend both seminars; postgraduate students may enrol in either seminar or in both)

Which unit of study do you wish to enrol in? LAWS3444 JAPANESE LAW
(6 credit points). Available to undergraduate students only.

LAWS5144 JAPANESE LAW
(6 credit points). Available to Juris Doctor students only.

LAWS6879 JAPANESE LAW (Kyoto Seminar)
(6 credit points). Available to postgraduate students only.

LAWS6901 JAPANESE LAW & THE ECONOMY (Tokyo Seminar)
(6 credit points). Available to postgraduate students only.

PASSPORT DETAILS

Nationality

Passport number

Date of issue

Expiry date

If you are not an Australian citizen, please specify what type of Australian visa you have (e.g. Permanent resident, Student visa etc)

Visa date of issue

Visa expiry date

DIETARY REQUIREMENTS, SPECIAL NEEDS & DISABILITIES

Please specify any dietary requirements, special needs or disabilities you may have:

SUPPORTING DOCUMENTATION

Current University of Sydney students are not required to supply any additional documentation at the time of application.

Cross-institutional students (ie those students from universities other than Sydney) must supply the following documentation at the time of application:

- A **certified** copy of the information page of your passport (international students please also include a certified copy of the page containing your Australian visa).
- A permission letter from your University (original to be submitted). This must state that you have been given permission to enrol in the Kyoto and Tokyo Seminars on a cross-institutional basis.
- A **current** academic transcript (original to be submitted).

Cross-institutional students please note that faxed or emailed copies of these documents are not acceptable. Please submit hard copies of all supporting documents, together with your application form and deposit payment. Academic transcripts will be returned to you by mail once your application has been processed. **Your passport must be certified by a Justice of the Peace only.** Please note that your application will not be accepted if your passport is certified by any person other than a Justice of the Peace. Solicitors, pharmacists etc. are not permitted to certify these documents unless they are also a Justice of the Peace. If you cannot locate a Justice of the Peace and you reside in Sydney, you can bring your original documents to the information counter on Level 3 of the New Law Building and ask the Faculty staff to make a photocopy which they will stamp to acknowledge that the original documentation has been sighted.

CONDITIONS OF ENROLMENT

Units of study and arrangements for these, including staff allocated, as stated in any publication, announcement or advice of the University are an expression of intent only and are not to be taken as a firm offer or undertaking. The University reserves the right to discontinue or vary such units, arrangements or staff at any time without notice. The University reserves the right to cancel your enrolment in the following circumstances:

1. Provision of false or misleading information;
2. Failure to pay outstanding loans, fines and/or fees;
3. Payment by a cheque or money order which is dishonoured or by a credit card authorisation which your credit provider refuses to pay.

To apply for enrolment, applicants must submit a completed application form together with all relevant evidentiary and permission documents as outlined above, and a A\$500 deposit.

Students are advised not to make travel bookings until you have received official notification from Sydney Law School that you have been accepted into the program. All students must obtain comprehensive travel insurance which provides coverage for medical expenses incurred overseas, including medical evacuation, personal liability coverage, and cancellation costs. The University of Sydney will not pay any amounts in respect of travel or other costs incurred by a student in the event that the program is cancelled at any time or if the student is unable to obtain a Japanese visa or if for any reason a student is unable or decides not to participate in the program.

REFUND POLICY

1. In the event that the program is cancelled, students will receive a 100% refund of tuition fees and the Ritsumeikan service fee.
2. Upon application, all students must pay a deposit of A\$500 which will only be refunded if your application is unsuccessful or in the event that the program is cancelled. The deposit payment is part payment of the Ritsumeikan service fee.
3. The Ritsumeikan service fee is non-refundable except in the event that the program is cancelled.
4. Students who withdraw from the program prior to close of business on Monday 31 October 2011 will receive a full refund of any tuition fee and Ritsumeikan service fee paid, less the A\$500 deposit.
5. Students who withdraw from the program after close of business on 31 October 2011 and before the census date will receive a full refund of tuition fees paid and no refund of the Ritsumeikan service fee.
6. 100% tuition fee liability or FEE-HELP debt will be incurred after the census date. No refund of either tuition fees or the Ritsumeikan service fee is payable for unit of study withdrawals received after this date.

Applications to withdraw from the program must be received in writing and lodged with the information counter on Level 3 of the New Law Building by the relevant date. The Law School requests that candidates intending to withdraw from the program do so no later than **Friday 11 November 2011.**

STUDENT DECLARATION

I have read and accept the conditions of enrolment and the refund policy associated with the program. I declare that the information provided is correct and complete, and I understand that the University of Sydney may obtain official records from any university or tertiary institution previously attended by me. I understand that the University reserves the right to vary or reverse any decision made with regards to this application on the basis of incorrect or incomplete information.

Signed

Date

CHECKLIST *(please tick)*

- I have attached all relevant supporting documentation
- I have signed and dated the above student declaration
- I will notify the Administrative Coordinator of any change in my contact details
- I will notify the Administrative Coordinator of my flight and travel insurance details
- I have completed the attached *Credit Card Authorisation* form for my deposit payment

OR

- I have attached a cheque or money order for payment of my deposit. Please write your name and University of Sydney student number (if applicable) on the back of your cheque or money order.

APPLICATION SUBMISSION

Please submit this form by **Friday 7 October 2011** accompanied by a deposit of A\$500 and all relevant supporting documentation. Please note that the deposit will only be refunded if your application is unsuccessful or in the event that the program is cancelled.

Deposit payments can be made by credit card using the attached *Credit Card Authorisation* form or by cheque or money order made payable to the University of Sydney.

Applications should be lodged with the information counter on Level 3 of the New Law Building, or sent to:

Kyoto and Tokyo Seminars in Japanese Law
Sydney Law School
New Law Building F10
The University of Sydney NSW 2006

Current University of Sydney students may submit applications by email to law.winterschools@sydney.edu.au or by fax to 02 9351 0275 providing the student declaration and *Credit Card Authorisation* form have been signed. Cross-institutional students must submit applications in person or by mail. Please note that incomplete applications will not be accepted under any circumstances.

If you require further information, please contact:

Craig Bromley
Administrative Coordinator
Phone: +61 2 9351 0275
Fax: +61 2 9351 0200
Email: law.winterschools@sydney.edu.au

or visit the website at:

sydney.edu.au/law/caplus/kyoto_tokyo_program.shtml



KYOTO AND TOKYO SEMINARS IN JAPANESE LAW
Credit Card Authorisation Form

Please charge my:

MasterCard

VISA

Amex

Diners

Card Number - - -

Expiry Date /

Please debit my card with the amount of A\$

Cardholder's Name (*as shown on card*)

Cardholder's Signature

Name of student

University of Sydney student ID number

Phone (*office hours*)

Email

Completed forms should be returned to:

Craig Bromley
Kyoto and Tokyo Seminars in Japanese Law
Sydney Law School
New Law Building F10
The University of Sydney NSW 2006