eligibility status by accessing the Webcampus.

With regard to written tasks, it is expected that students achieve at least a pass mark (50%). If a student receives a grade between 40% and 49% the Law Extension Committee may deem the student eligible to sit for the examination. In that instance, the category “deemed eligible” appears on the student’s result screen.

There are some occasions when a student may be thoroughly prepared but unable to sit for an examination. Because the Board’s examinations are held twice a year, and not sitting for an examination is not regarded as a failure, the usual advice is to repeat the subject in the following session. In exceptional circumstances the Law Extension Committee may be able to offer some financial relief to a student who, but for the unforeseen event, would have most likely passed the examination.

In order to qualify, a student must have been prevented from sitting for the examination by serious illness or misadventure occurring within one week of the examination. A statutory declaration and specific medical certificate must be lodged with the Law Extension Committee, if possible prior to the examination but no later than 14 days after the examination. Upon the student passing that examination in the next session, and notifying the Law Extension Committee, the Law Extension Committee in consultation with the Board will consider a partial refund of the fees for that session.

The criteria are quite strict – for example, a student must have been eligible (not deemed eligible) to sit for the examination they missed; and at the next session must have achieved a pass in the compulsory assignment and the examination. It is advisable to discuss an application with the Law Extension Committee or the Board’s Legal Officer.

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.

Students should take note of the examination timetable on page 41 and choose their subjects carefully to avoid enrolling for two exams in the same exam session or more than two exams scheduled in the same day. 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 Friday 7 August 2015 to request appropriate special accommodations.

In such cases it may be possible to sit one exam in the AM session and one in the PM session. Students will not be permitted to sit an exam on an earlier or later date.

ENROLMENT PERIOD

The enrolment period for the Winter 2015 Session will be between 9.00am Thursday 23 April and 5.00pm Friday 1 May 2015 both dates inclusive.

LATE ENROLMENT

If you have made an application to the Examinations Committee for relaxation of the 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 5.00pm Friday 1 May but no later than 5.00pm Friday 8 May 2015 will be processed,
but only upon payment of a late fee of $80.00 in addition to other fees payable; and

(b) applications which reach the Board’s office later than 5.00pm Friday 8 May 2015 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 Winter 2015 Session at $555.00 and;
- an examination fee of $190.00 per subject.

The combined tuition and examination fees are $745.00 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. Unfortunately part payments cannot be made.

An enrolment will be cancelled where a payment 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.

If paying by credit card it is the student’s responsibility to ensure that there are sufficient funds available. Enrolment applications are processed in bulk therefore applications can take 3 to 4 weeks to process. A dishonour and/ or late fee may be applied if an enrolment is unable to be processed due to a declined/ invalid credit card payment. Please note, a 0.4% surcharge applies to credit card payments.

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, email address and nominated examination centre;

(b) obtain either a bank/solicitors cheque, money order, international money order or bank draft in Australian dollars payable to the Legal Profession Admission Board. Alternatively complete a credit card payment form. (*Note: American Express, personal or company cheques are not accepted);

(c) return the completed Application for Enrolment, and the necessary fees by one of the following methods:

(i) by post to:
   Legal Profession Admission Board
   GPO Box 3980
   Sydney NSW 2001;

(ii) via the Document Exchange to:
   Legal Profession Admission Board
   DX 602 Sydney;

(iii) email to lpab_enrolments@agd.nsw.gov.au or faxing to 02 9338 3555 (do not follow up an emailed or faxed enrolment with the original);

(iv) deposit into an envelope in the red enrolment box at the Board’s office on:
   Level 4, 37 Bligh Street
   (cnr of Hunter Street), Sydney.

Please do not follow up an emailed or faxed enrolment with the original. Where a duplicate has been received and inadvertently processed, the Board will retain an administrative fee to cover the cost of any necessary refund.

POST ENROLMENT CONFIRMATION

Over the next 12-18 months the LPAB will be commencing some important changes. At the time of publication the LPAB is exploring the feasibility of real-time online credit card payments and the possibility of a deferred payment option for enrolment fees. Please refer to the Current Students page of the Board’s website for the latest information.
Please Note

- Applications for enrolment which are incomplete will not be processed.
- Do not lodge an application for enrolment if you are awaiting a decision on an application for relaxation of the exclusion or progression rules.
- Cash must not be sent or tendered to the Board in payment of enrolment fees.
- Enrolments will not be accepted across the counter at the Board’s office during the enrolment period.
- Enrolment payments by Eftpos are not accepted.
- Enrolment applications are not to be lodged more than once unless otherwise directed by the Board.
- All students enrolled for the Board’s examinations must also register online with the LEC in each subject for which they are enrolled. (see page 23)

Your enrolment application can take a number of weeks to process. Please do not call the office to enquire if it has been received/processed. If there is a problem with your application, we will contact you.

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.

You may attend lectures while waiting to receive confirmation of your enrolment.

LIBRARY/STUDENT CARDS

New students

Application forms, which must be lodged with the Board, are available from the Forms and Fees page of the LPAB’s website.

The Campus 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. We therefore advise you to lodge your enrolment application sooner rather than later to avoid delay. 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@sydney.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 NAME/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 23) and the Campus Card Centre (see page 30).

Students seeking to have their name changed in the LPAB’s records must support their request by lodging appropriate, original documentation verifying the name change.

REFUND POLICY

The Board does not refund application or enrolment fees.

A student who withdraws from a subject after enrolment, or is ineligible to sit, 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.

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