ENROLMENT CHECKLIST
How to Enrol with the Legal Profession Admission Board

You must use the Application for Enrolment form supplied in this package or printed from the LPAB or LEC website.

NB: In addition to enrolling with the LPAB you MUST ALSO register online for tuition with the LEC. Please refer to the information enclosed in the enrolment package or your Course Information Handbook for details.

Please follow these steps carefully and tick the boxes as you complete your application:

Step 1
CHECK the printed enrolment form to ensure all of your personal and contact details are correct and insert updates as necessary. It is very important that you ensure your postal address is correct and that we also have your up-to-date email address.

Step 2
ENTER the correct subject/s onto the application form in accordance with the progression rules and with regard to the examination timetable.

Step 3
SIGN and date the Application for Enrolment form.

Step 4
ATTACH either:
- completed Credit Card Payment Form; or
- bank/solicitors cheque (payable to the LPAB) (personal cheques are not accepted); or
- money order
(Do Not combine the enrolment fees with a payment for another application)

Step 5
READ the section of the Course Information Handbook relating to:
- Enrolments;
- Exclusion rules – confirm you are not currently in breach of either Rule 64 or Rule 66

Step 6
I am not pre-empting a decision of the Examinations Committee in relation to a Rule 67/Student Course Application by lodging my enrolment now.

The enrolment period for the 2015 Winter Semester is from Thursday 23 April to Friday 1 May 2015 inclusive. Enrolment applications may be lodged in one of the following ways:

Post to: GPO Box 3980 OR Deliver to: OR Drop into the red box at:
Sydney NSW 2001 DX 602 Sydney Lv 4, 37 Bligh Street, Sydney NSW
Fax to: 02 9338 3555 OR Email to: lpab_enrolments@agd.nsw.gov.au

If emailing or faxing your enrolment application, DO NOT send us the original forms.