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. [ ]
- The mode of tuition for each subject has been indicated. [ ]
- 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 a new student and therefore have attached a library card application form and passport size colour photo of myself. [ ]
- I am not pre-empting a decision of the Examinations Committee (Rule 67/Student Course Application) by lodging my enrolment now. [ ]

How to lodge your Application for Enrolment

1. Put the enrolment application on top, then the cheque/money order for enrolment fees, then all other attachments.

2. Place in envelope and either post to:

   Legal Practitioners Admission Board

   GPO Box 3980 or DX 602 or drop into the red enrolment box at:
   Sydney NSW 2001 Sydney or Lv 4, 99 Elizabeth Street, Sydney NSW