

## Professional Placements sourced by Leo Cussen – Terms and Conditions

The following terms and conditions apply to individuals who elect to have their placement sourced by Leo Cussen.

<b>What can I expect if I opt for Leo Cussen to find my placement?</b>	Leo Cussen will find you work experience that satisfies the professional placement requirements of the PLT course. This is subject to the terms, conditions and limitations set out below.
<b>COST &amp; COMMITMENT</b>	
<b>What does it cost?</b>	There is a fee payable for Leo Cussen to source a placement for you ('placement fee'). Fee information can be found on the <a href="#">Program Dates &amp; Fees</a> page of the Leo Cussen website.
<b>Can I put this fee on FEE-HELP?</b>	The placement fee can be put on FEE-HELP for eligible students who choose this option prior to the census date for their course intake. <i>(Note: Flinders University students are not generally eligible to place this fee on FEE-HELP).</i>
<b>When do I have to let Leo Cussen know my decision?</b>	If you want Leo Cussen to source your placement, you must notify us no later than the census date for your course intake. We understand things can change, so you can change your decision anytime up until the census date for your course intake.
<b>What if I change my mind after the census date?</b>	<ul style="list-style-type: none"> <li>• If you initially elected to have your placement sourced by Leo Cussen, and now wish to source your own, the placement fee is non-refundable.</li> <li>• If you initially elected to source your own placement, and now wish to have it sourced by Leo Cussen, we cannot guarantee to find you a placement. If it is determined that we can source you a placement, you will need to pay the placement fee. You will not be able to place this fee on FEE-HELP.</li> </ul>
<b>Where can I find the census date for my course?</b>	Census dates for all course intakes can be found on the <a href="#">Program Dates &amp; Fees</a> page of the Leo Cussen website.
<b>PLACEMENT DATES &amp; DURATION</b>	
<b>How long does the placement go for?</b>	Placements in WA are 20 days in duration. Placements in all other states are 15 days.
<b>When can I do my placement?</b>	<p>There are specific date periods during which placements are available. You will need to choose from one of those placement periods. Placement periods can be found on the <a href="#">Program Dates &amp; Fees</a> page of the Leo Cussen website, or you will be notified of the placement period options prior to census date.</p> <p>You must choose a placement period that commences <i>after</i> the conclusion of your PLT course; you cannot choose a placement period that falls prior to, or during, your PLT course. We endeavour to offer placement periods that begin no more than 4 weeks after the conclusion of your coursework. It may be necessary to make</p>

	<p>reasonable adjustments to your placement dates in some circumstances.</p> <p>If you fall behind in your PLT coursework, Leo Cussen may delay the commencement of your sourced placement.</p>
<b>Will my placement be full time or part time?</b>	All placements sourced by Leo Cussen are on a full time basis. You therefore need to be available to complete your entire placement over consecutive business days unless otherwise agreed with Leo Cussen.
<b>What if something causes my placement to finish early?</b>	In the unlikely event that extenuating circumstances require you to end your placement before its full completion, we will endeavour to find you a placement in the next placement period available for your course.
<b>PLACEMENT LOCATION</b>	
<b>In which location will I do my placement?</b>	Leo Cussen will find you a placement within the metropolitan area of the Australian capital city of your choice. You can ask Leo Cussen to also consider placements outside of Australian capital cities (i.e. regional Australia), but we cannot guarantee this. You will be given the opportunity to provide your location preferences which we will consider.
<b>Will I do my placement in-person or remotely?</b>	You will carry out your placement either entirely in an office, or as a hybrid of in-office and remote work. Entirely remote placements will not generally be available unless otherwise agreed with Leo Cussen.
<b>HOST ORGANISATION</b>	
<b>In which organisation will I do my placement?</b>	Leo Cussen will place you with an organisation providing work experience that satisfies the professional placement requirements of the PLT course. You will be given the opportunity to provide your preferred type of organisation and law which we will consider.
<b>PLACEMENT PREFERENCES</b>	
<b>Will you consider my placement preferences?</b>	Yes, you will be given an opportunity to provide location and organisation preferences. While every effort is made to match you to a placement in line with your preferences, we are unable to guarantee to meet all your preferences. We will ensure that you are allocated to a placement providing work experience that satisfies the professional placement requirements of the PLT course.
<b>MORE INFORMATION &amp; CONTACT</b>	
<b>What other information do I need to look at?</b>	Further details relating to the placement program can be found in the Leo Cussen online learning environment. In addition to these terms and conditions, you must also comply with all other placement rules and guidelines which are available in the Leo Cussen online learning environment.
<b>What if I have more questions?</b>	Please contact us at <a href="mailto:placement@leocussen.edu.au">placement@leocussen.edu.au</a>