

Terms and Conditions of Enrolment



2024 Graduate Diploma Legal Practice *Practical Legal Training*

The Practical Legal Training course

Leo Cussen Centre for Law offers a course of practical legal training for LLB and JD graduates leading to admission to the legal profession as an Australian Lawyer. All law graduates must complete practical legal training as a prerequisite for admission to the legal profession.

Leo Cussen Centre for Law has been providing practical legal training since 1974. The course, which leads to a Graduate Diploma in Legal Practice, is approved as qualifying Leo Cussen graduates for admission to the profession throughout Australia. Leo Cussen is recognised by the legal profession as providing comprehensive and quality training.

Eligibility

Academic: You are eligible to commence the Practical Legal Training Course (PLT) if you have completed all the requirements of the LLB or JD from an Australian approved law school and are qualified to graduate.

You may enrol in the PLT while you are completing your final law degree subjects. Your confirmation of enrolment is then conditional on you providing evidence that you have completed the requirements of your degree prior to commencing the course.

Concurrent Study: If you have no more than 2 elective subjects outstanding, you may apply to your local admitting authority for written approval to commence your PLT before completion of your law degree.

ACT	This does not apply in the ACT where you cannot start your Practical Legal Training until you have completed your degree unless exceptional circumstances apply
NSW	When to start PLT
QLD	Admission Kits
SA	Admission to Practice
VIC	Concurrent Study Application
WA	Practical Legal Training Requirements

You must provide this written approval to Leo Cussen before the commencement of the Practical Legal Training Course. Applicants who wish to discuss their situation should contact the PLT Enrolment Team: enrolment@leocussen.edu.au.

Residency: If studying in Australia, you must have a residency status permitting you to reside and study in Australia.

International students on student visas may only be eligible to apply for the onsite course mode. International students on other forms of visas may be eligible to apply for other modes subject to the conditions of their visa.

All students: Please note that as (a) the course amounts to a single unit of study; and (b) entrants to the legal profession require currency in legal practice, Leo Cussen cannot typically grant prior course credit (or Recognition of Prior Learning).

If you are an Overseas Qualified or Requalifying Lawyer/Legal Practitioner seeking admission, you must first seek guidance/approval from the relevant state admitting authority before enrolling in the Leo Cussen Practical Legal Training Course.

Practitioners seeking single topic training may be eligible for PLT Single Topics, Traineeship Programs, or may be interested in relevant CPD programs.

Attendance

Onsite: The Onsite course is completed over 20 weeks full time plus three weeks professional placement. Onsite attendance is required for three Immersives as set out on the website plus 2 days per week (Tuesday and Thursday) throughout the course onsite at the Melbourne Campus.

Blended Learning: The Blended course is completed over 20 weeks full time or 30 weeks part time plus three* weeks professional placement. This mode includes onsite attendance days for three Immersives, as set out on the website.

Online Learning: The Online course is completed over 20 weeks full time or 30 weeks part time plus three* weeks professional placement. This mode includes online attendance days required for three Immersives as set out on the website.

* Western Australian students are required by the Legal Practice Board of WA to undertake four weeks professional placement.

Time Commitment: The expected commitment for the full-time course in any mode is a minimum of 25 hours per week. For the part time Blended Learning course, the expected commitment is 15 hours per week.

Course fees 2024

The fees applicable to specific categories of students are:

Fee Type	Domestic	International
Fee	\$11,540	\$16,790
Fee (with Placement organised by Leo Cussen)	\$12,190	\$17,440

For Non FEE-HELP (full fee paying) students – a part tuition payment of \$500 is required to constitute an acceptance of an offer and to secure your place in the course. A deposit is not required for where an employer pays the full tuition fee on behalf of the student. The balance of the full tuition fee for Non FEE-HELP students is payable in full no later than two weeks before the commencement of the relevant course, and is non-refundable to the employer after Census Date. The student remains liable to Leo Cussen for full tuition fees except to the extent paid for by the employer.

Census dates

The Census Date is the date immediately after which the PLT full tuition fee accrues to students as a non-refundable debt, whether or not they successfully complete the course.

The Census Date falls approximately one fifth of the way (20%) into the course. The Census Date applies to both Non-FEE-HELP and FEE-HELP students. The PLT Census Dates are below.

Intake	Mode	Census Date
January	Full-time	26 February 2024
January	Part-time	12 March 2024
February	Full-time	25 March 2024
March	Full-time	22 April 2024
May	Part-time	1 July 2024
June	Full-time	8 July 2024
July	Full-time	29 July 2024
August	Full-time	26 August 2024
September	Part-time	21 October 2024
September	Full-time	14 October 2024
December	Full-time	27 January 2025

Payment options

FEE-HELP

FEE-HELP is available for the PLT course. However, please note that FEE-HELP is available only if you are an Australian citizen or a student on a permanent humanitarian visa. If you are an overseas practitioner on a permanent visa for the purposes of bridging study, then you are NOT eligible for FEE-HELP for the PLT course.

For eligible students, FEE-HELP can fully or partially cover the tuition fee. If you are not an Australian citizen or do not have a permanent humanitarian visa, then you must pay the tuition fee upfront. All students wishing to access FEE-HELP loans must complete and submit an electronic Commonwealth Assistance form (eCAF) after confirming your enrolment. You will receive an email from eCAF Management Team with a link and your passkey to access

your eCAF.

International students and students without access to FEE-HELP

International students and students without access to FEE-HELP may apply to pay the course fees by instalments. Please advise the enrolments team if you would like to apply to pay the fee by instalments.

Non FEE-HELP Students: withdrawal after the Census Date means the full tuition fee is non-refundable if paid, and to the extent unpaid remains otherwise owed as a debt to Leo Cussen Centre for Law. Special circumstances may apply in limited cases.

When applicable, the Centre follows a procedure similar to that for FEE-HELP students.

FEE-HELP Students: withdrawal after the Census Date by a FEE-HELP student means the full tuition fee is debited from your FEE-HELP balance. Essentially, the full debt becomes owed to the Australian Government and is payable through the Australian Taxation Office. 'Special circumstances' as defined by the Higher Education Support Act 2003 (Cth) may apply in limited cases.

For 'special circumstances' to apply, Leo Cussen Centre for Law must be satisfied that such circumstances were (a) beyond your control; and (b) did not make their full impact until or after the Census Date; and (c) were such that they made it impracticable for you to complete your study requirements.

Please see Census dates and EFTSL values on the Leo Cussen website. Refer also to [Study Assist](#).

Refunds

If you withdraw between receipt of your 'Confirmation of Enrolment' and the Census Date, you are entitled to a refund of any paid tuition fees. Note that FEE-HELP balance is not debited until immediately after the Census Date).

Selection criteria and procedures

Prerequisites

The prerequisite for admission to the Practical Legal Training Course is satisfactory completion of LLB or JD from an 'approved law teaching institution', which includes all Australian institutions that offer an approved course of study.

Leo Cussen will review the transcripts of all students seeking to commence PLT before completion of their law degree and will discuss with you if we believe you may have difficulty in completing your PLT concurrently with your academic law studies.

International Students

International students

If you are an International Student on a student visa who has graduated from an approved Australian 'law teaching institution', then you may only be eligible for the Onsite Learning mode.

International Students on other forms of visas may be eligible to apply for the other modes subject to the conditions of their visa. Australian law supports and promotes quality education and consumer protection for International Students through the Education Services for

Overseas Students (ESOS) framework. This framework is explained here: [Overseas Students](#).

Information about living in Australia including indicative costs of living and accommodation options can be found at [Study Australia](#).

As the pre-requisite for the Course is graduation in law from an approved Australian 'law teaching institution', it is expected that International Students will have greater English language proficiency than that required of entrants to undergraduate law courses. As a guide, International Students are expected to have a proficiency of greater than 6.5 overall, with no individual band less than 6.0, as determined by the International English Language Testing System (IELTS).

Overseas qualifications

If you are an Overseas Practitioner, or have an overseas law degree, then you must obtain a determination from the admitting authority in your state about any admission requirements in the relevant state. If the determination requires you to complete further academic study at university level, you must complete this before doing the PLT. If the determination requires you to complete a course of Practical Legal Training, then you may apply to Leo Cussen to complete the PLT. Before you apply for a determination, Leo Cussen encourages you to check the Uniform Principles for Assessing Qualifications of Overseas Applicants to the Australian Legal Profession.

State and Territory Admitting Authorities Legal Practice Board of Western Australia

Level 6, 111 St Georges Terrace, PERTH, WA 6000
T: (08) 6211 3600
E: general@lpbwa.com
<https://www.lpbwa.org.au/>

Legal Profession Board Tasmania

28 Murray Street, Hobart, Tasmania 7000
T: (03) 6234 4133
E: info@lst.org.au
<https://www.lpbt.com.au/>

Legal Practitioners Admission Board

Level 4, 37 Bligh Street (cnr Hunter) Sydney NSW 2000
T: (02) 9338 3500
E: lpab@justice.nsw.gov.au
<http://www.lpab.justice.nsw.gov.au>

Legal Practitioners Admission Board

4-6 Knowles Place, Canberra City, ACT
T: (02) 6207 1219
E: admissions@courts.act.gov.au
<https://www.courts.act.gov.au/supreme/law-and-practice/admission-as-a-legal-practitioner>

Legal Practitioners Admission Board

3/6 Lindsay Street, Darwin NT 0800 T: (08) 8981 5104
E: lawsoc@lawsocietynt.asn.au
<https://lawsocietynt.asn.au/>

Legal Practitioners Education and Admission Council

Level 10, 178 North Terrace, Adelaide SA 5000
T: (08) 8229 0200
E: email@lawsocietysa.asn.au
<https://lawsocietynt.asn.au/profession/admission.html>

Queensland Legal Practitioners Admission Board

Law Society House, 179 Ann Street, Brisbane QLD 4000
T: 1300 367 757

E: info@qls.com.au
<https://www.qls.com.au/Legal-Practitioners-Admissions-Board/Admission>

Victorian Legal Admissions Board

Ground Floor, 451 Little Bourke Street, Melbourne, VIC 3000
T: (03) 9604 2451
E: vlab@justice.vic.gov.au
www.lawadmissions.vic.gov.au

Notification of Confirmation of Enrolment

Once we have determined your eligibility for the PLT, Leo Cussen will email you with a Conditional Enrolment. This Conditional Enrolment will require, by a particular date, payment where applicable of your part tuition fee of \$500 as well as the provision of your final transcript and, where applicable, written approval for concurrent study of PLT while you complete your LLB or JD.

When we have received any required payment and your transcript, we will send you a Confirmation of Enrolment which confirms your place in the course.

If Leo Cussen does not have your payment and/or documents by the required date, Leo Cussen may offer your place to an applicant on the Wait List.

Failed university subjects *after applying to the PLT*

If, after Confirmation of Enrolment, you subsequently discover you have failed a subject or subjects in your JD or LLB and you have therefore failed to meet the Centre's selection criteria, then your place in the course is generally forfeited. You will receive a refund of any part tuition payments you have already made.

Note: You may be permitted to continue in the PLT while completing the final law degree subject. See Concurrent Study above.

Deferral

Students wishing to defer should read the Deferral Policy in My Leo in Brightspace and contact the enrolment team to make an application.

A summary of the policy is as follows; the applicant must:

- be an 'eligible deferee' by having and accepted the offer of a place in Leo Cussen's GDLP program and commenced on or beyond day 1 of the relevant intake;
- and;
- submit a written [Request to Change Course application](#) to the relevant Head of Education Delivery by the online portal at MyLeo in Brightspace; and nominate a future GDLP intake commencing within 6 months of submitting the Request to Change Course application.

A graduate may not defer more than once without incurring a further tuition fee. A second deferral may be approved at the discretion of the Executive Director and only under exceptional circumstances.

Applicants for deferral should note that tuition fees may increase from year to year and they will be liable to pay the fee (or difference in fee) applicable on the date of the intake they deferred to

International Student deferrals (and suspension or

cancellation of enrolments) are made in compliance with Standard 13 of the National Code 2007: [Deferment, suspension or cancellation of study during enrolment](#)

Transfer and exit prior to completion

As the entire Graduate Diploma of Legal Practice (Practical Legal Training) is a single unit Equivalent Full Time Student Load (EFTSL) completed within twenty weeks (full time) plus professional placement, it is not possible to transfer into the PLT from another Registered Provider once the course has commenced except in special circumstances. Nor is it possible to transfer out of the PLT with any relevant EFTSL completion before completion of the course.

The entire PLT comprises a single unit EFTSL because the PLT is a course that prepares law graduates for admission to the legal profession and eligibility for 'admission' is an indissoluble concept. A lawyer is either admitted to the legal profession or not based on their satisfactory completion of the entire complement of Practical Legal Training under the Legal Profession Uniform Admission Rules 2015: [Legal Profession Uniform Admission Rules 2015](#).

Students exiting prior to the completion of the course do so subject to the information in this document.

Living allowances (Austudy & Youth): *the PLT is a full-time course*

Commonwealth tertiary education assistance in the form of payment of means-tested living allowances is normally available to full time PLT students on the same basis as to undergraduates.

Part-time work or study

Part-time work or study must not interfere with full-time completion of the course or with the quality of the student's work. Students are encouraged to discuss any particular concerns with the relevant Head of Education.

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