

# Leo Cussen

## Terms and Conditions of Enrolment

# 2025 Graduate Diploma Legal Practice

## THE PRACTICAL LEGAL TRAINING COURSE

Leo Cussen Centre for Law ('Leo Cussen') 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 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 - [Guideline – Practical Legal Training Requirements](#)

SA - [Early Commencement of Practical Legal Training](#)

VIC - [Concurrent Study Application](#)

WA - [Practical Legal Training Requirements](#)

You must provide this written approval to Leo Cussen before the commencement of the PLT. Applicants who wish to discuss their situation should contact the PLT Enrolment Team: [enrolment@leocussen.edu.au](mailto: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 PLT.

Practitioners seeking single topic training may be eligible for PLT Single Topics, the Leo Cussen SLT Program, or may be interested in relevant CPD programs.

## **ATTENDANCE**

### **Onsite Learning**

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 25 - 30 hours per week. For the part time learning course, the expected commitment is 15 - 20 hours per week.

## COURSE FEES 2024

The fees applicable to specific categories of students are:

### Fee Type

Fee Type	Domestic	International
<b>Fee</b>	\$12,390	\$17,790
<b>Fee with placement organised by Leo Cussen</b>	\$13,070	\$18,470

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 may be required 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 student (or 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 as follows:

Month	Study Mode	Census Date
<b>January</b>	Full time	24 February 2025
January	Part time	11 March 2025
February	Full time	17 March 2025
March	Full time	22 April 2025
March	Part time	12 May 2025
May	Part time	23 June 2025
June	Full time	21 July 2025
August	Full time	1 September 2025
September	Part time	20 October 2025
September	Full time	20 October 2025
December	Full time	19 January 2026

## 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 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.

When applicable, Leo Cussen follows a procedure similar to that for FEE-HELP students.

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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 [<https://www.studyassist.gov.au/>]

### **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 PLT 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**

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: <https://www.education.gov.au/esos-framework>

Information about living in Australia including indicative costs of living and accommodation options can be found at Study Australia [\[https://www.studyaustralia.gov.au/\]](https://www.studyaustralia.gov.au/)

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

<p><b>Legal Practice Board of Western Australia</b>  Level 6, 111 St Georges Terrace  PERTH WA 6000  T: (08) 6211 3600  E: general@lpbwa.com  <a href="https://www.lpbwa.org.au/">https://www.lpbwa.org.au/</a></p>	<p><b>Legal Profession Board Tasmania</b>  28 Murray Street  HOBART TAS 7000  T: (03) 6234 4133  E: info@lst.org.au  <a href="https://www.lpbt.com.au/">https://www.lpbt.com.au/</a></p>
<p><b>Legal Practitioners Admission Board</b>  Level 4, 37 Bligh Street (cnr Hunter)  SYDNEY NSW 2000  T: (02) 9338 3500  E: lpab@justice.nsw.gov.au  <a href="http://www.lpab.justice.nsw.gov.au">http://www.lpab.justice.nsw.gov.au</a></p>	<p><b>Victorian Legal Admissions Board</b>  Ground Floor, 451 Little Bourke Street  MELBOURNE VIC 3000  T: (03) 9604 2451  E: vlab@justice.vic.gov.au  <a href="http://www.lawadmissions.vic.gov.au">www.lawadmissions.vic.gov.au</a></p>
<p><b>Legal Practitioners Admission Board</b>  3/6 Lindsay Street  DARWIN NT 0800  T: (08) 8981 5104  E: lawsoc@lawsocietynt.asn.au  <a href="https://lawsocietynt.asn.au/">https://lawsocietynt.asn.au/</a></p>	<p><b>Legal Practitioners Education and Admission Council</b>  Level 10, 178 North Terrace  ADELAIDE SA 5000  T: (08) 8229 0200  E: email@lawsocietysa.asn.au  <a href="https://lawsocietynt.asn.au/profession/admission.html">https://lawsocietynt.asn.au/profession/admission.html</a></p>
<p><b>Queensland Legal Practitioners Admission Board</b>  Law Society House, 179 Ann Street  Brisbane QLD 4000  T: 1300 367 757  E: info@qls.com.au  <a href="https://www.qls.com.au/Legal-Practitioners-AdmissionsBoard/Admission">https://www.qls.com.au/Legal-Practitioners-AdmissionsBoard/Admission</a></p>	<p><b>Legal Practitioners Admission Board</b>  4-6 Knowles Place,  CANBERRA CITY ACT 2601  T: (02) 6207 1219  E: admissions@courts.act.gov.au  <a href="https://www.courts.act.gov.au/supreme/law-and-practice/admission-as-a-legal-practitioner">https://www.courts.act.gov.au/supreme/law-and-practice/admission-as-a-legal-practitioner</a></p>

## 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 or will refer you to a later Leo Cussen intake.

## 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 Leo Cussen 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 (OR TRANSFER FROM ONE MODE TO A DIFFERENT MODE IN THE SAME INTAKE)**

Students wishing to defer or transfer should read the [Deferral Policy](#) in My Leo in Brightspace and complete the relevant application form.

Students should also read the [Work Performance Policy](#) in conjunction with the Deferral Policy.

International student deferrals (and suspension or cancellation of enrolments) are made in compliance with Standard 9 of the ESOS [National Code 2018](#)

The additional fees which a Graduate may be asked to pay are:

<b>Fee type</b>	<b>Description</b>
<b>Recommencement Fee</b>	This fee is payable when the Graduate recommences their Course after a deferral or suspension period.

The amount payable in relation to each of the fees is as follows:

<b>Fee type</b>	<b>Amount</b>
<b>Recommencement Fee</b>	\$630

### **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](#). 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.

Refer to the criteria for seeking [Special Consideration](#)

## **LEO CUSSEN POLICIES AND PROCEDURES**

Leo Cussen policies and procedures change from time to time and persons enrolling subject to these terms and conditions do so subject to changes from time to time.

## Policy status

<b>Version Number</b>	1.0
<b>Approval Date</b>	19 September 2024
<b>Effective Date</b>	19 September 2024
<b>Review due by</b>	31 July 2025
<b>Policy Approver</b>	Leo Cussen Management Committee

Unless otherwise indicated, this policy and procedure will still apply beyond the review date

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