

LRW Admission and Registration Policy

Policy Statement

This policy states the admission and registration requirements for the Legal Research and Writing (“LRW”) course and explains the requirements and impacts of registration changes.

Defined terms are in **bold text**; definitions can be found in the [LRW Policy Definitions](#) document.

1. Authority and Application of Policy

- 1.1. This policy applies to **LRW Students** only.
- 1.2. **Students** agree to abide by this policy pursuant to the **Student Agreement** which all **Students** signed upon entry to their program.
- 1.3. This policy applies to both the in-person and virtual environments.

2. LRW Admission Requirements

- 2.1. **LRW** admission will be granted on a priority basis to **Students** who provide proof of an **Assessment Report** from the **Federation**.
- 2.2. **Students** without an **Assessment Report** may be granted **LRW** admission at the sole discretion of CPLED.
- 2.3. **LRW** admission granted to **Students** without an **Assessment Report** does not equate to or replace the **Federation’s** assessment process.

3. LRW Technology Requirements

- 3.1. **Students** are responsible for the procurement, appropriate use, and maintenance of their own technology to participate in the program.

4. Tuition Fees

- 4.1. To be enrolled in **LRW** and receive access to **LRW** materials, a **Student’s** required tuition fee payment must be processed.

5. Cancellation by CPLED

- 5.1. CPLED reserves the right to cancel any **Intake** of **LRW** at any time and specifically for reasonable causes beyond CPLED’s control, such as insufficient enrolment, resource limitations, network, systems, or other technical failures or other causes as determined by CPLED.

6. Unenrollment from LRW

- 6.1. **Unenrollment** is a **CPLED-led Action**.
- 6.2. **Unenrollment** is not a **Disciplinary** response.

- 6.3. **Students** who enroll but fail to commence or meet the progression requirements of their program may be **Unenrolled** at the sole discretion of CPLED.
- 6.4. **Students** who do not submit the required tuition fee payment by the payment deadline may be **Unenrolled** at the sole discretion of CPLED.
- 6.5. **Unenrolled Students** will have used one of their **LRW Attempts** unless otherwise determined at the sole discretion of CPLED.
- 6.6. **Unenrolled Students** will not receive a tuition fee refund.

7. Withdrawal from LRW

- 7.1. **Withdrawal** is a **Student-led Action**.
- 7.2. **Withdrawal** is not a **Disciplinary** response.
- 7.3. **Students** can request a **Withdrawal** by completing and submitting an [LRW Application for Withdrawal](#).
- 7.4. **Students** who **Withdraw** after the **Program Start Date** will have used one of their **LRW Attempts**, unless otherwise determined at the sole discretion of CPLED.
- 7.5. **Students** who **Withdraw** after the **Program Start Date** will not receive a tuition fee refund. Tuition fee refunds for **Students** who **Withdraw** before the **Program Start Date** are subject to an administrative fee.

8. Suspension or Expulsion from LRW

- 8.1. **Suspension** and **Expulsion** are **CPLED-led Actions**.
- 8.2. **Suspension** and **Expulsion** are **Disciplinary** responses.
- 8.3. **Students** may be **Suspended** or **Expelled** pursuant to the [CPLED Professional Integrity Policy](#).
- 8.4. **Suspended** and **Expelled Students** will have used one of their **LRW Attempts** unless otherwise determined at the sole discretion of CPLED.
- 8.5. **Suspended** and **Expelled Students** are not entitled to tuition fee refunds.

9. Returning after Unenrollment, Withdrawal or Suspension

- 9.1. **Unenrolled, Withdrawn** and **Suspended Students'** return to **LRW** is subject to current program constraints, including but not limited to updated admission or registration requirements or program capacity.
- 9.2. **Unenrolled, Withdrawn** and **Suspended Students** are responsible to pay current tuition fees upon their return to **LRW**, including any tuition fee increases implemented during their absence.
- 9.3. **Unenrolled, Withdrawn** and **Suspended Students** must repeat **LRW** again in its entirety and are not exempt from any completion requirements.

10. Returning after Expulsion

- 10.1. **Expelled Students** are restricted from applying for readmission to their program for a minimum of one calendar year from the date of **Expulsion**.
- 10.2. After at least one calendar year has lapsed since the date of **Expulsion**, **Students** seeking readmission to their program may submit an [LRW Application for Readmission](#) with the appropriate fee.
- 10.3. **Expelled Students** do not have an automatic right of readmission. Readmission may be granted at the sole discretion of CPLED.
- 10.4. **Expelled Students** who are granted readmission must repeat **LRW** in its entirety and at their own expense, including any tuition fee increases implemented during their absence.
- 10.5. **Expelled Students** who are granted readmission will not have their number of **LRW Attempts** reset.

11. Program Completion Deadline

- 11.1. **Students** are responsible for determining and abiding by any deadlines for completion of **LRW** set by the **Federation**.

12. Disclosure of Admission and Registration Information

- 12.1. **Student** registration information is disclosed in accordance with the [CPLED Privacy Policy](#).

13. Right of Appeal

- 13.1. Registration decisions subject to appeal are identified in the [LRW Appeal Policy](#).