

PREP Admission and Registration Policy

Policy Statement

This policy states the admission and registration requirements for **PREP** and explains the requirements and impacts of registration changes.

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

1. Authority and Application of Policy

- 1.1. This policy applies to **PREP 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. PREP Admission Requirements

- 2.1. **PREP Students** must provide proof of a **Canadian Common Law Degree** or **Certificate of Qualification** from the **Federation**.
- 2.2. **PREP Students** must meet any other entry requirements as determined by CPLED or their law society which may occasionally be updated.

3. PREP 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 **PREP** and receive access to **PREP** materials, a **Student's** required tuition fee payment must be processed.
- 4.2. **Students** who do not submit the required tuition fee payment by the payment deadline may have their **Statement of Results** withheld until payment is made, in addition to other consequences as outlined in this policy.

5. Cancellation by CPLED

- 5.1. CPLED reserves the right to cancel any **Intake** of **PREP** 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 PREP

- 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** are entitled to a tuition fee refund for any **Phase** of the program that has not started. Tuition fee refunds are subject to an administration fee.

7. Withdrawal from PREP

- 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 a [PREP Application for Withdrawal](#).
- 7.4. **Students** who **Withdraw** during a **Phase** will not receive credit for completion of any part of that **Phase**.
- 7.5. **Students** who **Withdraw** during the **Capstone Evaluation** will have used a **Capstone Attempt** unless otherwise determined at the sole discretion of CPLED.
- 7.6. **Withdrawal** may impact a **Student's** ability to meet their **Program Completion Deadline**.
- 7.7. **Withdrawal Students** are entitled to a tuition fee refund for any **Phase** of the program that has not started. Tuition fee refunds are subject to an administration fee.

8. Returning after Unenrollment or Withdrawal

- 8.1. **Unenrollment** and **Withdrawal Students'** return to **PREP** is subject to program constraints, including but not limited to updated admission or registration requirements or program capacity.
- 8.2. **Unenrollment** and **Withdrawal Students** are responsible to pay current tuition fees upon their return to **PREP** including any tuition fee increases implemented during their absence.
- 8.3. **Unenrollment** and **Withdrawal Students** may be required to repeat any **Phase(s)** at their own expense upon their return to the program.

9. Suspension or Expulsion from PREP

- 9.1. **Suspension** and **Expulsion** are **CPLED-led Actions**.
- 9.2. **Suspension** and **Expulsion** are **Disciplinary** responses.

- 9.3. **Students** may be **Suspended** or **Expelled** pursuant to the [CPLED Professional Integrity Policy](#).
- 9.4. **Students** who are **Suspended** during a **Phase** will not receive credit for completion of any part of that **Phase**.
- 9.5. **Students** who are **Expelled** will not receive credit for any completed **Phases**.
- 9.6. **Students** who are **Suspended** or **Expelled** during the **Capstone Evaluation** will have used a **Capstone Attempt** unless otherwise determined at the sole discretion of CPLED.
- 9.7. **Suspension** and **Expulsion** may impact a **Student's** ability to meet their **Program Completion Deadline**.
- 9.8. **Suspended** or **Expelled Students** are entitled to a tuition fee refund for any **Phase** of the program that has not started. Tuition fee refunds are subject to an administration fee.

I 0. Returning after Suspension

- 10.1. **Suspended Students'** return to **PREP** is subject to program constraints, including but not limited to updated admission or registration requirements or program capacity.
- 10.2. **Suspended Students** are responsible to pay current tuition fees upon their return to **PREP**, including any tuition fee increases implemented during their absence.
- 10.3. **Suspended Students** may be required to repeat any **Phase(s)** at their own expense upon their return to the program.

I I. Returning after Expulsion

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

11.6. In the event that CPLED grants readmission to an **Expelled Student**, this readmission in no way overrides or changes any decision made by the **Student's** law society regarding their admissibility.

11.7. Expelled Students are responsible for determining and abiding by any requirements set by their law society in such circumstances.

12. Program Completion Deadline

12.1. CPLED expects **Students** to complete all **Phases** of **PREP** within two years of their **Commencement Date**. This is their **Program Completion Deadline**.

12.2. CPLED's two-year **Program Completion Deadline** in no way overrides or changes any deadline for completion of the Bar Admission requirements set by a **Student's** law society.

12.3. Students are responsible for determining and abiding by any deadlines for completion set by their law society.

13. Program Completion Extensions

13.1. Students who fail to complete all **Phases** of **PREP** by their **Program Completion Deadline** must make a [PREP Application for Program Completion Extension](#).

13.2. Program completion extension requests may be granted at the sole discretion of CPLED.

13.3. Program completion extension **Students** may be required to repeat all or part of a **Phase** at their own expense.

13.4. An extension of a **Student's Program Completion Deadline** by CPLED does not equate to an extension for any Bar Admission requirements set by a **Student's** law society.

14. Disclosure of Registration Information

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

15. Right of Appeal

15.1. Decisions under this policy that are subject to appeal are identified in the [PREP Reconsideration and Appeal Policy](#).