

Admission and Enrolment Policy

Policy Statement

This policy states the admission requirements for CPLED's programs and explains the requirements for enrolment changes.

1. Definitions

- 1.1. **"Student"** is any individual who purchases, uses or partakes of any products or services offered by CPLED, regardless of the format in which such products and services are delivered.
- 1.2. **"PREP"** is CPLED's Practice Readiness Education Program.
- 1.3. **"Canadian Common Law Degree"** is a common law degree received through a Canadian law school program approved by the **Federation**.
- 1.4. **"Certificate of Qualification"** is a document issued to a **Student** by the **Federation's** National Committee on Accreditation and shows that a **Student's** knowledge of Canadian law is similar to the knowledge of someone who received their degree through an approved Canadian law school program.
- 1.5. **"Federation"** is the Federation of Law Societies of Canada.
- 1.6. **"Law Society"** is the **Law Society** for the province in which the **Student** is enrolled in their program. For Nunavut and Northwest Territories **Students**, **Law Society** may be the **Law Society** for the province in which they are enrolled in their program and/or the **Law Society** for the territory in which they intend to fulfill their Bar Admission requirements.
- 1.7. **"Statement of Results"** is a record that informs **Students** of the grade received at the conclusion of a **Student's** program.
- 1.8. **"LRW"** is CPLED's Legal Research and Writing course.
- 1.9. **"Assessment Report"** is a document issued to a **Student** by the **Federation's** National Committee on Accreditation. This report assesses a **Student's** education and professional experience, and then tells them what they need to do to qualify for **Law Society** bar admissions in a Canadian common law jurisdiction.
- 1.10. **"Unenrollment"** is the non-**Disciplinary** removal of a **Student** from their **Intake** by CPLED.
- 1.11. **"CPLED-led Action"** is a decision which is initiated by CPLED.
- 1.12. **"Disciplinary"** is any punitive measure taken by CPLED in response to a **Student's** conduct.

- 1.13. “Deferral”** is the postponement of studies in a program to a future **Intake** at the request of a **Student**. This is meant to be a temporary action taken by **Students** who are unable to participate in their registered **Intake**.
- 1.14. “Student-led Action”** is a decision which is initiated by a **Student**.
- 1.15. “Program Start Date”** is the standard date when eligible **Students** are granted access to program materials at the beginning of their program.
- 1.16. “Phase”** is one of the four stages of **PREP; Foundation Modules, Foundation Workshops, Virtual Law Firm, and Capstone**.
- 1.17. “Foundation Modules”** is the first **Phase** of **PREP** in which **Students** complete self-directed online study.
- 1.18. “Foundation Workshops”** is the second **Phase** of **PREP** in which **Students** participate in interactive workshops.
- 1.19. “Virtual Law Firm”** is the third **Phase** of **PREP** in which **Students** work through a simulated legal matter in a **Virtual Law Firm**.
- 1.20. “Capstone”** is the fourth and final **Phase** of **PREP**, which is the evaluative **Phase**.
- 1.21. “Phase Start Date”** is the date when **PREP Students** are granted access to program materials at the beginning of any **Phase**.
- 1.22. “Intake”** is one of a number of scheduled offerings of a program throughout the year.
- 1.23. “Withdrawal”** is the total removal of a **Student** from their program at the request of the **Student**. This is not a **Disciplinary** action but is meant to be a permanent decision taken by **Students** who no longer wants to study in their program.
- 1.24. “Capstone Attempt”** is the participation in the **Capstone**, regardless of whether a **Student** completed the entire **Phase**.
- 1.25. “LRW Attempt”** is the participation in one **Intake** of the **LRW** course, regardless of whether the entire course was successfully completed.

2. Authority and Application of Policy

- 2.1.** This policy applies to all CPLED **Students** except where otherwise specified, in which case the policy will be applicable only to **Students** of the indicated program.
- 2.2. Students** agree to abide by this policy pursuant to the academic integrity statement which all **Students** signed upon entry to their program.
- 2.3.** This policy applies to both the in-person and virtual environments.

3. PREP Admission Requirements

3.1. PREP Students must provide proof of a **Canadian Common Law Degree** or **Certificate of Qualification** from the **Federation**.

3.2. PREP Students must meet any other entry requirements as dictated by CPLLED or their **Law Society** which may occasionally be updated.

4. PREP Enrolment Requirements

4.1. To enroll in **PREP**, all **Students** must create a CPLLED **Student** Profile.

4.2. To enroll in **PREP**, all **Students** must complete the **Student** Enrollment Checklist as detailed on the CPLLED website.

4.3. Students with secured articles must also register as a **Student** member with their **Law Society**.

4.4. To be enrolled in **PREP** and receive access to **PREP** materials, a **Student's** required tuition fee payment must be processed.

4.5. Students who do not submit the required tuition fee payment by the payment deadline may be unenrolled or have their **Statement of Results** withheld until payment is made.

5. LRW Admission Requirements

5.1. LRW admission will be granted on a priority basis to **Students** who provide proof of an **Assessment Report** from the **Federation**.

5.2. Contingent upon availability of space in the program, **Students** without an **Assessment Report** may be granted **LRW** admission.

5.3. LRW admission granted to **Students** without an **Assessment Report** does not equate to or replace the **Federation's** assessment process.

6. LRW Enrollment Requirements

6.1. To enroll in **LRW**, all **Students** must create a CPLLED **Student** Profile.

6.2. To enroll in **LRW**, all **Students** must complete the **Student** Enrollment Checklist as detailed on the CPLLED website.

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

7. Unenrollment from Program

7.1. Unenrollment is a **CPLLED-led Action**.

7.2. Unenrollment is not a **Disciplinary** action.

7.3. Students who enroll but fail to commence their program may be Unenrolled at the sole discretion of CPLED.

7.4. Students who enroll but fail to meet the requirements of their program may be Unenrolled at the sole discretion of CPLED.

8. Program Deferrals

8.1. CPLED acknowledges that circumstances may arise which require a **Student** to make a request for **Deferral**.

8.2. Deferral is a **Student-led Action**.

8.3. Deferral is not a **Disciplinary** action.

8.4. Students can request a **Deferral** by completing and submitting an [Application for Deferral](#).

8.5. If a **Deferral** request is urgent, this must be identified in the subject line of the email containing the request form.

8.6. Deferral requests should be made in advance of the **Program Start Date** or **Phase Start Date** when possible.

8.7. Deferral requests received after the **Program Start Date** or **Phase Start Date** will be reviewed at the sole discretion of CPLED.

8.8. PREP Students making a **Deferral** request should review the deadline for completion requirements as stipulated in the [PREP Progression Policy](#) to ensure they are compliant with CPLED requirements and those of their **Law Society**.

8.9. LRW Students making a **Deferral** request should review the deadline for completion requirements as stipulated in the **LRW** Progression Policy to ensure they are compliant with CPLED requirements and those of the **Federation**.

8.10. If a **Deferral** is granted, the **Student** will be automatically enrolled in the next **Intake** of their program unless otherwise specified.

8.11. CPLED discloses information regarding **Deferrals** in accordance with the [Information Disclosure Policy](#).

8.12. Refunds for **Deferral Students** are addressed in accordance with the [Refund Policy](#).

9. Program Withdrawals

9.1. CPLED acknowledges that circumstances may arise which cause a **Student** to make a request for **Withdrawal**.

9.2. Withdrawal is a **Student-led Action**.

9.3. Withdrawal is not a **Disciplinary** action.

- 9.4. **Students** can withdraw from their program by completing and submitting an [Application for Withdrawal](#).
- 9.5. **Students** who withdraw from their program will not have their number of **Capstone Attempts** or **LRW Attempts** reset.
- 9.6. **Students** who withdraw but later opt to return will be permitted to re-enroll in a subsequent **Intake** of their program subject to program constraints.
- 9.7. CPLED discloses information regarding **Withdrawals** in accordance with the [Information Disclosure Policy](#).
- 9.8. Refunds for **Withdrawal Students** are addressed in accordance with the [Refund Policy](#).

Appendix

Policy Name	Admission and Enrolment Policy
Effective Date	2020-07-15
Reviewed or Revised Date	Revised 2021-12-01 Revised 2021-04-01 Revised 2020-07-30
Authorizer	Dr. Kara Mitchelmore, Chief Executive Officer, CPLLED
Related Documents	Application for Deferral Application for Withdrawal