

# 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** from **PREP**.

**6.4. Students** who do not submit the required tuition fee payment by the payment deadline may be **Unenrolled** from **PREP**.

**6.5. Unenrollment 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. Withdrawal Students** who withdraw during a **Phase** will not receive credit for completion of any part of that **Phase**.

**7.5. Withdrawal 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 for paying tuition fees at the rate that is current upon their return to **PREP**, including any tuition fee increases implemented during their absence.

**8.3. Unenrollment** and **Withdrawal Students** are required to meet any updated program requirements upon their return to **PREP**.

**8.4. 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 [CPLD Professional Integrity Policy](#).

**9.4. Students** who are **Suspended** or **Expelled** during a **Phase** will not receive credit for completion of any part of that **Phase**.

**9.5. Students** who are **Suspended** or **Expelled** during the **Capstone Evaluation** will have used a **Capstone Attempt** unless otherwise determined at the sole discretion of CPLD.

**9.6. Suspension and Expulsion** may impact a **Student's** ability to meet their **Program Completion Deadline**.

**9.7. 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.

## **10. 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 for paying tuition fees at the rate that is current upon their return to **PREP**, including any tuition fee increases implemented during their absence.

**10.3. Suspended Students** are required to meet any updated program requirements upon their return to **PREP**.

**10.4. Suspended Students** may be required to repeat any **Phase(s)** at their own expense upon their return to the program.

## **11. 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 CPLD.

**11.4. Expelled Students** who are granted readmission are responsible for paying tuition fees at the rate that is current upon their return to **PREP**, including any tuition fee increases implemented during their absence.

**11.5. Expelled Students** who are granted readmission are required to meet any updated program requirements upon their return to **PREP**.

**11.6. Expelled Students** who are granted readmission may be required to repeat any **Phase(s)** at their own expense upon their return to the program.

**11.7. Expelled Students** who are granted readmission will not have their number of **Capstone Attempts** reset.

**11.8.** 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.

**11.9. 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.** Submission of a program completion extension request does not guarantee that the request will be approved. 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](#).