



# Application for Refund, Remittance or Financial Relief

Legal Profession Admission Board

Level 4, 37 Bligh Street Sydney 2000 | PO Box 3980 Sydney 2001  
Telephone: 02 9338 3500 | Email: [lpab@justice.nsw.gov.au](mailto:lpab@justice.nsw.gov.au)  
Website: [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)

Before completing this form, please read the Refund Policy at [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au).

## Applicant details

Title:	<input type="text"/>	First name:	<input type="text"/>	Middle name:	<input type="text"/>
Last name:	<input type="text"/>				
Address:	<input type="text"/>	Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Email:	<input type="text"/>				
Daytime Phone Number:	<input type="text"/>	Student Number (if applicable):	<input type="text"/>		
Application Reference Number (if applicable):	<input type="text"/>				

## What are you requesting?

- Refund of Enrolment Fee**  
Due to change of mind or circumstances. Application must be received within 3 weeks of the late enrolment deadline.  
NB: There are no refunds for any other type of fee, other than an Enrolment Fee.
- Remittance of any fee paid in error**  
Due to an error or omission on the part of the LPAB and/or the Law Extension Committee (LEC).
- Financial relief**  
In exceptional circumstances and/or on compassionate grounds. Details of the circumstances/grounds and supporting documentary evidence must be provided. The bar is set high, and grants are rare.

## Which payment method did you use (for the original payment)?

- Online**  
ie via the Westpac Payment Gateway.
- EFTPOS**  
ie over the counter in the LPAB office.
- Cheque or Cash**

## Are you attaching your payment receipt(s)?

- Yes
- No

Please attach a copy of the receipt(s), if you have them.

## Reason(s) for this request

Please state your reason(s) for your request. Attach a separate page if you need more space.

## Are you attaching supporting evidence?

Yes

No

You should attach supporting documentary evidence if you are requesting:

- remittance of a fee paid in error, or
- a grant of financial relief.

## Preferred method for return of funds

Payments made online will generally be returned using the same method, after approval.

If you paid by cheque, cash, or EFTPOS you may choose for an approved refund to be made by either:

- direct deposit to your nominated bank account (allow 2 weeks after approval), or
- mailing of a cheque to your nominated address (allow 6 weeks after approval).

### Direct Deposit (do not complete these details if you paid online)

Account name:

BSB:  Account number:

Name of financial institution:

### Cheque (do not complete these details if you paid online)

Mailing address for cheque:

Address:  Suburb:  Postcode:

## Signature of applicant

Signature:  Date signed (dd/mm/yyyy):

## Lodging your completed form

Once completed, forward this form to the LPAB:

- by email: [lpab@justice.nsw.gov.au](mailto:lpab@justice.nsw.gov.au) or
- by post: GPO Box 3980, Sydney NSW 2001.

## Office Use Only

### Checked

Name:

Signature:  Date signed (dd/mm/yyyy):

### Approved or refused

If approved, amount to be returned:

Name:

Signature:  Date signed (dd/mm/yyyy):

### Processed and registered

Name:

Signature:  Date signed (dd/mm/yyyy):