



Please complete this form and return it as soon as possible. You **MAY NOT** commence your placement for the purposes of the unit LAW20001 until the School has a record of the details of your Placement. **Return the completed form** by email to [lawenquiry@scu.edu.au](mailto:lawenquiry@scu.edu.au); OR by mail to Attention: LAW20001, School of Law & Justice, Southern Cross University, PO Box 157, Lismore, NSW 2480; OR by fax marked Attention: LAW20001 to (02) 6622 4167.

### Your Details

Name

Student ID

Address

Phone

Email

### Have you enrolled?

I have enrolled in the unit LAW20001 Paralegal Placement    Yes    No

### Placement Details

Please provide the details of your placement as requested below.

**NB:** You are **not able** to commence your placement until you have received School approval. The placement **WILL NOT** be approved until **ALL** required details are provided.

Firm/Organisation

Placement supervisor

Street address

Postal address

Phone number

Firm's email address

Firm's fax number

First date of placement

Final date of placement

I am currently employed by this office    Yes    No

### Declaration

*I understand that my placement will be approved as part of my studies with Southern Cross University and that during this placement I am obliged to observe all reasonable directions given by my Placement Supervisor, all professional rules relevant to my placement and to professional conduct within the profession, as well as comply with University policies and rules.*

Signed

Date