



The Institute of Law Clerks of Ontario

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STUDENT MEMBERSHIP APPLICATION FORM

Provide **all** information requested below. All relevant sections of this application, including the certifications, must be properly completed and signed. **Incomplete forms will delay processing and may be returned.**

Completed application forms must be accompanied by a **cheque** or **money order** payable to “The Institute of Law Clerks of Ontario”, or a signed authorization to charge to a valid **Visa/MasterCard** credit card, in the prescribed amount, and sent via **mail or courier only** to the Institute’s office shown at the top of this page.

The membership fee structure below is based on a 12 month billing period from **July 1 to June 30** of the following year and is subject to change.

Student applications must be submitted on or before the 15th of the month in order to process the application at the fee indicated.

Please note that the prorated membership fee will be discontinued as of July 1, 2017.

Month	Fee	Pro-Rated Fee	New Application
July	\$65.00 + 13% HST	\$73.45	
August	\$60.00 +13% HST	\$67.80	
September	\$55.00 +13% HST	\$62.15	
October	\$50.00 +13% HST	\$56.50	
November	\$45.00 +13% HST	\$50.85	
December	\$40.00 +13% HST	\$45.20	
January	\$35.00 +13% HST	\$39.55	
February	\$30.00 +13% HST	\$33.90	
March	\$25.00 +13% HST	\$28.25	
April	\$20.00 +13% HST	\$22.60	
May	\$15.00 +13% HST	\$16.95	
June	\$10.00 +13% HST	\$11.30	

Have you previously enrolled with the Institute as either an examination student or as a member? (Circle one) YES NO

IDENTITY

Salutation	First Name	Initials	Surname
Maiden Name (if any)		Birth Date (DD/MM/YYYY)	ILCO Student/Membership No.
Send Correspondence to: <i>(In the "Institute's" attempt towards preserving and protecting the environment to go green, we encourage our members to elect to receive the ILCO Newsletter and/or other mailings electronically.)</i>		E-Mail Address	
Business	Home		
Paper	Electronic		

HOME ADDRESS

Street Address		City/Town
Province	Postal Code	Home Telephone

EMPLOYMENT (If applicable)

Employers Name			
Street Address & Suite No.			City/Town
Province	Postal Code	Office Telephone	Fax
Your Title		Date Commenced	

EDUCATION

	Name of Institution	Program
College		

Students are requested to provide proof of enrolment in a Law Clerk program. Please provide an official document that outlines the following criteria: student's name, institutions name, and program name (Timetable, Letter from the Registrars office).

Indicate below any of the Institute's **Associate and/ or Fellowship** courses/ exams successfully completed:

Course	Year	College

Provide a photocopy of the grade report for each of the courses listed above with this application. If the space provided above is insufficient enclose additional typewritten information.

CERTIFICATION BY APPLICANT

I, the Applicant named on page 2, certify that the information contained herein and attached hereto is accurate and still in effect. I hereby apply to The Institute of Law Clerks of Ontario for membership. If I am admitted to membership, I agree to be bound by the governing By-Laws and Code of Ethics of the Institute in force from time to time.

Applicant's Signature	Date
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PAYMENT

Completed application forms must be accompanied by a **cheque** or **money order** payable to "The Institute of Law Clerks Of Ontario", or a signed authorization to charge to a valid **VISA/MasterCard** credit card, in the prescribed amount, and sent via **mail or courier only** to the Institute's office shown at the top of this page.

PAYMENT BY VISA/MASTERCARD

If you wish to pay your membership fee by **Visa/MasterCard** complete and sign the portion below.

Please Charge \$	To my VISA/MasterCard Card #:	Expiry Date:	CVC#:
Cardholder's Name:		Authorized Signature:	

How did you hear about us?

	ILCO Member (Referring Member's Name):
	Your Law Firm / Company
	Website
	Other (please explain):

STUDENT MEMBERSHIP REQUIREMENTS

Extracts from By-law No. 16

6.2 STUDENT MEMBERS

- (a) A person may be admitted as a Student Member of the Institute if that person
 - (i) has attained the age of eighteen (18) years;
 - (ii) is enrolled in a law clerk certificate/ diploma course or the equivalent thereof offered by an Ontario educational institution approved by the board of directors from time to time, or is enrolled in a course in preparation for the Associate's examination or examinations provided from time to time by the board of directors, at the time of seeking admission as a Student Member; and
 - (iii) is not in Qualifying Employment at the time of seeking admission as a Student Member.
- (b) As soon as a Student Member obtains Qualifying Employment that person shall apply forthwith for admission as an Ordinary Member.

10.1 CESSATION OR TERMINATION OF MEMBERSHIP

A Student, Ordinary, Associate, Fellow, Extra-provincial Member ... shall forthwith cease to be such a member of the Institute ... (f) if a member ceases to be in Qualifying Employment for a period in excess of two (2) years, except as otherwise provided herein.

All membership applications are subject to approval by the Board of Directors.