

Please provide your Student ID Number, if you have been issued one: _____

I am completing a certificate/diploma - program number _____

OR a single course

Use this form to register:



in person



by mail

MR. <input type="checkbox"/> MS. <input type="checkbox"/> OTHER <input type="checkbox"/>	LEGAL SURNAME	FORMER SURNAME (if applicable)	GIVEN NAMES	DATE OF BIRTH Y ____ M ____ D ____
PLEASE INDICATE YOUR CITIZENSHIP STATUS IN CANADA: <input type="checkbox"/> CANADIAN CITIZEN <input type="checkbox"/> NATIVE ANCESTRY <input type="checkbox"/> PERMANENT RESIDENT / LANDED IMMIGRANT <input type="checkbox"/> OTHER				
STREET NO. & NAME, P.O. BOX, R.R. # _____ APT. NO. _____				
CITY/TOWN	PROVINCE	POSTAL CODE	E-MAIL ADDRESS	
HOME TELEPHONE () ()	BUSINESS TELEPHONE () ()	Students applying for Postgraduate Nursing Courses MUST include their REGISTERED NURSING ONTARIO CERTIFICATE OF COMPETENCE NUMBER: _____		
METHOD OF PAYMENT (check one): <input type="checkbox"/> CERTIFIED CHEQUE <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DEBIT CARD (in person) <input type="checkbox"/> MONEY ORDER		ACCOUNT NUMBER	CARD EXPIRY DATE	CARDHOLDER NAME
PLEASE: NO CASH OR UNCERTIFIED PERSONAL CHEQUES. MAKE FEES PAYABLE TO HUMBER COLLEGE INSTITUTE OF TECHNOLOGY & ADVANCED LEARNING				
COURSE NUMBER	CLASS	START DATE	FEE	COURSE NAME
COURSE NUMBER	CLASS	START DATE	FEE	COURSE NAME
TOTAL FEES PAID I have read and have understood the registration and academic requirements. N.B. All course applicants must sign this document. If you are under the age of 19, your parent/guardian must also sign. Students with disabilities may contact Disability Services at 416 675-6622 ext. 5180 for information and/or service.				
Signature _____				DATE _____
FOR OFFICE USE ONLY AUTHORIZATION _____				Rev. 06/05 & 05/09 WM 205 Humber College Blvd. Toronto, Ontario, Canada M9W 5L7

Scheduling

Real Estate

Fee: \$ 658.00 (Online \$ 737.00) 19 sessions

Course No:	Start/End Date	Day	Loc	Time
LAWC 100 01	Sep 8/10 – Jan 26/11	Wed	N	6:30 – 9:30
LAWC 100 99	Sep 10/10- Jan 28/11	Online		

Litigation

Fee: \$ 817.00 (Online \$ 917.00) 25 sessions

Course No:	Start/End Date	Day	Loc	Time
LAWC 200 01	Sep 8/10 – Mar 9/11	Wed	N	6:30 – 9:30
LAWC 200 99	Sep 10/10 – Mar 11/11	Online		

Estates

Fee: \$ 566.00 (Online \$ 635.00) 16 sessions

Course No:	Start/End Date	Day	Loc	Time
LAWC 101 01	Feb 9/11 – May 25/11	Wed	N	6:30 – 9:30
LAWC 101 99	Feb 7/11 – May 23/11	Online		

Corporate

Fee: \$ 504.00 (Online \$ 573.00) 14 sessions

Course No:	Start/End Date	Day	Loc	Time
LAWC 201 01	Mar 22/11 – Jun 21/11	Tue	N	6:30 – 9:30
LAWC 201 99	Mar 21/11 – Jun 20/11	Online		

Examinations

Real Estate: Tuesday, Feb 1, 2011

Litigation: Tuesday, Mar 15th, 2011

Estates: Tuesday, May 31, 2011

Corporate: Tuesday, Jun 28, 2011

Exams will be written at the North Campus, and will be announced in class, and posted on ILCO's website.

For further information please call Helen Gawryk, or email: helen.gawryk@humber.ca

For Custom Corporate Training, visit: corporate.humber.ca



Humber Institute of Technology & Advanced Learning
in cooperation with
 The Institute of Law Clerks of Ontario
presents

A Certificate for Law Clerks Associate Level Program

Fall 2010 – Winter 2011

more for you at
Humber

A Program for Law Clerks

General Information

Humber Institute of Technology & Advanced Learning is pleased to present an exciting and popular program for Law Clerks. The program is offered in co-operation with the Institute of Law Clerks of Ontario. As is customary, students will attend lectures delivered by some of the leading lawyers who cover all the required material in the four areas of study. Upon successful completion of a course, students will receive a grade signifying their achievement. The entire program is two years in length. Examinations will be written for the four parts, after completion of each. Students should expect to devote some time to serious study outside of lectures.

The Law Clerks Program is comprised of four courses that cover, in detail, the procedures necessary in the following fields: **Real Estate, Litigation, Estates and Corporate Law.**

A wide range of employment opportunities are available by the Law Clerks Program. The legal departments of Trust Companies, Local, Provincial and Federal Governments and larger commercial and industrial firms are all in need of the skills of the Law Clerk. Humber College's program provides a solid background for these positions by offering courses that are not only challenging, but also of a high professional calibre.

There are four levels of membership to the Institute of Law Clerks; **Student, Ordinary, Associate and Fellowship.** Membership fees are applicable to obtain and maintain membership.

A Student Member must: be a resident of the Province of Ontario; have attained the age of eighteen years; have been granted a Law Clerk Certificate/Diploma (as approved by the Board of Directors), and obtain qualifying employment within two years of graduation.

An Ordinary Member must: be a resident of the Province of Ontario and in qualifying employment; have attained the age of eighteen years; have been in qualifying employment for not less than six months.

An Associate Member must: be a resident of the Province of Ontario and in qualifying employment; have attained the age of twenty-one years; have been in qualifying employment for not less than three consecutive years, with not less than one year in Ontario; have passed the Associate examinations of the Institute.

A Fellow Member must: be a resident of the Province of Ontario and in qualifying employment; have attained the age of twenty-five years; have been in qualifying employment for not less than seven consecutive years, with not less than one year in Ontario; have been admitted as an Associate of the Institute and must have passed the Fellowship examinations of the Institute.

Upon meeting these requirements, please write or call the Institute of Law Clerks of Ontario at

20 Adelaide St. East, Suite 502, Toronto, Ontario M5C 2T6 (416) 214-6252 for an application form.

At least three year's legal experience is **highly recommended** as these courses are intensive in nature.

Educational Requirements

Where the applicant is not now employed as a Law Clerk, Grade XII is highly recommended.

Course Descriptions

Real Estate

This course provides the student with a broad foundation of legal concepts and applications relevant to the legal practice area of residential real estate. All aspects of the basic residential real estate transaction are covered including land division in Ontario, the many faceted land registration system, surveys, title insurance, ownership, the agreement of purchase and sale, the numerous applicable statutes, purchasing, selling, financing, closing the transaction, etc. This course is especially appropriate for those currently employed as law clerks or experienced legal secretaries. A good command of the written English language is a definite asset.

Litigation

A diverse area of civil practice that presents you with a wide range of duties and responsibilities which may include legal research, drafting pleadings and preparing documents for court proceedings, preparing documentary evidence, preparing for and assisting at trial, and appeals;

and conducting examinations in aid of execution and the enforcement of orders. This course is especially appropriate for those currently employed as law clerks or experienced legal secretaries. A good command of the written English language is a definite asset.

Estates

This course deals with the preparation of will, powers of attorney and the administration of estates. This includes the collection, realization and management of the assets of the deceased and after settlement of the debts of the estate, the payment of legacies and the distribution of the residue to the beneficiaries. Knowledge of the documents to be filed to obtain the required court grant of letters testamentary, preparation of estate accounts, administration of ongoing trusts and the preparation of income tax returns, and estate related litigation are all areas associated with this field. This course is especially appropriate for those currently employed as law clerks or experienced legal secretaries. A good command of the written English language is a definite asset.

Corporate

The Corporate course examines the various types of business ownerships. The course places particular emphasis on the following topics: the corporate and administrative procedures involved in preparing and filing articles of incorporation; organizing a corporation by way of a minute book; preparing and filing relevant incorporation-related documents that relate to the composition of a corporation i.e. articles of amendment, annual returns, extra-provincial filings, and dissolutions;

financing issues and relevant searches; and share purchase agreements. In this area of law, students should be familiar with the Act(s) governing the formation and operation of a corporation. This course is especially appropriate for those currently employed as law clerks or experienced legal secretaries. A good command of the written English language is a definite asset.

Registration

- 1. Telephone Registration:**
Phone: 416-675-5005
with VISA or MasterCard
- 2. Mail enclosed Registration Form**
with a certified cheque, made payable to Humber Institute of Technology & Advanced Learning, or VISA or MasterCard number.
- 3. In Person:**
Call 416-675-5005 for current registration hours.

Enrollment will be limited and a minimum enrollment is required to commence any course.

Cancellation & Refund Policy

Note: The course fee for in class students includes the syllabus. Please take your Admit-to-Class form to the campus bookstore to pick up the syllabus. **Online students** will receive their syllabus online. Students should obtain their syllabus for the first evening/day of their class. Bookstore authorization is required to return the material for a refund if the student drops the course. The fee payable to Humber does not include the costs of textbooks.

In Class: Tuition fee refund less \$25.00 if a written request is received in the Registrar's office before the third regularly scheduled class. Material fee will be withheld.

Online Courses: Tuition fee refund less \$50.00 if a written request is received in the Registrar's office one week prior to the course start date. After the third class there will be no refund. Material fee will be withheld.

We regret that we cannot make exceptions for students who register late.

Location

All courses will be held at the North Campus (N).

North Campus:
205 Humber College Blvd.
(one block north of Rexdale Blvd.,
off of Highway 27) 416-675-5005

Room numbers will be posted the first evening/day of class.

The Institute of Law Clerks of Ontario set a single exam based on the course curriculum. The same exam is available to all students province wide. The examination fee is \$125.00. Students wishing to sit this exam must complete and submit the exam registration form prior to the registration deadline.

Circumstances may require modification or cancellation of any program, option, course fee or limitation of student enrollment. Humber reserves the right to change admission requirements and prerequisites without notice.