THE LAW SOCIETY OF UPPER CANADA
LICENSING AND ACCREDITATION
130 QUEEN STREET WEST, TORONTO, ON M5H 2N6
PHONE: 416-947-3315 OR 1-800-668-7380 EXT. 3315
LICENSINGPROCESS@LSUC.ON.CA

LAWYER LICENSING PROCESS

Monthly Payment Plan Application Form

The Monthly Payment Plan allows candidates to pay their licensing fees in equal monthly installments over a prescribed five or ten month span. Please refer to the Monthly Payment Plan information posted online prior to completing this application.

Payment Plan Options/Deadlines:

Submission Deadline: April 8, 2016
Option A (5 pre-authorized payments) – Payments begin on May 15, 2016

Submission Deadline: April 8, 2016
Option B (10 pre-authorized payments) – Payments begin on May 15, 2016

Submission Deadline: August 1, 2016
Option C (5 pre-authorized payments) – Payments begin on October 15, 2016

Payment amounts are calculated using the current account balance reflected in your online account. The monthly payment amount is calculated using the following formula:

Current total account balance (including tax) **+** administrative fee ($50 for the 5-month plan or $100 for the 10-month plan) **÷** number of months in the plan selected **=** recurring monthly amount charged to your credit card.

Please send this application via mail or fax to:

ATTN: Licensing and Accreditation
The Law Society of Upper Canada
130 Queen St. W
Toronto, ON M5H 2N6

OR

Fax: 416-947-9070

Please note applications may take up to 20 business days to process. Candidates who would like to obtain their examination study materials prior to this timeframe should pay for their study materials separately.

Candidate Name: Candidate Number:

Mailing Address:

Telephone: Email:

Payment Option: (Please type or print clearly and check the appropriate option/amount)

Option A (5 pre-authorized payments beginning May 15, 2016) - **Submission Deadline:** April 8, 2016
Option B (10 pre-authorized payments beginning May 15, 2016) - **Submission Deadline:** April 8, 2016
Option C (5 pre-authorized payments beginning October 15, 2016) - **Submission Deadline:** August 1, 2016

Authorized Recurring Charge Amount: $

Total Number of Recurring Charges:
5 charges - starting May 15, 2016
10 charges - starting May 15, 2016
5 charges - starting October 15, 2016

Credit Card Type (Please select): Visa MasterCard American Express

Card Holder's Name (as shown on the card):

Credit Card Number: Expiry Date (MM/YY):

Card Holder's Signature: _____ Date: _____

In order to participate in this plan:

I understand that any additional invoices posted to my account after May 15, 2016 will not be added to the monthly withdrawal amount, unless I request otherwise, in writing to accounts@lsuc.on.ca. Should any additional invoice amounts be added to the plan, I understand that my monthly payment plan amount will increase accordingly.

I understand that two rejected transactions during the term of the payment plan will result in my being permanently removed from the Monthly Payment Plan option and the Licensing Process fees owing will become payable immediately.

I understand that any changes in credit card information must be communicated at least five business days before the processing/transaction date. (Please email any changes to your credit card information to the attention of the Accounts Office at accounts@lsuc.on.ca).

I understand that I am required to check my monthly balance and payments regularly and that if I complete the Licensing Process or the Monthly Payment Plan but still have an outstanding balance, I cannot be called to the bar. I understand I am responsible for paying any outstanding balance(s) prior to be being called to the bar.

I agree to abide by all the terms and conditions of this plan. I have read this form and the relevant payment plan information online.

Candidate Signature: _____Date: _____