

REFUND POLICY AND SCHEDULE OF REFUNDS FOR PRACTISING CERTIFICATES AND MEMBERSHIP



An application for a practising certificate is made by an individual and the practising certificate that is issued confers a right to practise as a solicitor on that individual. Accordingly, the practising certificate is the property of the solicitor and not the law practice/entity that pays for it or for whom the solicitor works. The refund policy of The Law Society of New South Wales (the Law Society) reflects this position.

Renewal of Practising Certificates

Before 1 July: if a law practice/entity has paid for a practising certificate and the solicitor leaves the law practice/entity before 1 July, it depends on the status of the individual solicitor's application if a refund will be paid.

If the practising certificate has not been issued before a request for a refund is received in writing by the Law Society, the Law Society may refund the full fees to the law practice/entity and contact the solicitor concerning a replacement payment for the application. If a practising certificate has already been issued, the Law Society will not refund any fees. Any arrangements made for the payment of the certificate are a matter for negotiation between the law practice/entity and the solicitor.

After 1 July: if a solicitor leaves a law practice/entity after 1 July, the practising certificate has to be surrendered in order to be eligible for a refund.

Surrender of a Practising Certificate

To surrender a certificate a solicitor must return their practising certificate to the Law Society. It must be surrendered in order for a pro rata refund to be paid. Refunds are made in accordance with the approved 'Schedule of Refunds for Practising Certificates'.

If the certificate is surrendered by the law practice/entity, the Law Society must also have written confirmation from the solicitor that he/she wishes to surrender the certificate before a refund can be paid to the law practice/entity.

All refunds are made to the person/entity that originally paid for the certificate ie. the drawer of the cheque or owner of the credit card. A written authority from this person/entity must be received if a request is received for the refund to be paid to any other person/entity.

Membership Fee

The Constitution provides that termination of membership does not entitle a person to any refund of all or part of any membership fee.

Schedule of Refunds for Practising Certificates

As approved by the Council of the Law Society, the current approved refund schedule is:

DATE OF SURRENDER OF PRACTISING CERTIFICATE	REFUND SCHEDULE		
	PRACTISING CERTIFICATE FEE	FIDELITY FUND CONTRIBUTION	TOTAL FEE
1 July 2025 - 30 September 2025	\$397.50	\$45.00 (Nil - Corp/ Govt PC)	\$442.50 (\$397.50 Corp/Govt PC)
1 October 2025 - 31 December 2025	\$265.00	\$45.00 (Nil - Corp/ Govt PC)	\$310.00 (\$265.00 Corp/Govt PC)
1 January 2026 - 31 March 2026	\$132.50	Nil	\$132.50
1 April 2026 - 30 June 2026	Nil	Nil	Nil

*This refund policy and schedule of refunds also applies to Australian Registration Certificates issued by the Council of the Law Society of New South Wales.

**There is no refund of the Fidelity Fund where the practising certificate is suspended or cancelled for conduct issues.