



PPC REGISTRATION BOOKLET

2025 – PPC

INTRODUCTION

Applying to attend the Professional Practice Course is a two-stage process:

1. Consent to enter into Indentures of Apprenticeship.

You and your proposed training solicitor are required to apply for permission to enter into Indentures of Apprenticeship.

If you have not yet applied for consent to enter into Indentures of Apprenticeship you should download the PPC Application Pack from the website

<https://www.lawsociety.ie/education--cpd/Trainees/PPC-Courses/professional-practice-course-ppc>

If you wish to attend the 2025 PPC and you have not applied for consent you should do so as a matter of urgency.

2. Registration of the Deed and payment of fees.

After you have been given consent, you will need to submit the Indentures of Apprenticeship Deed ('Deed') for Registration and pay the course fees. This booklet aims to answer your questions in relation to the second stage of the application process.

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1. APPLYING TO THE LAW SCHOOL AND THE POST CONSENT PROCEDURE

Now that you have been given consent to enter into Indentures of Apprenticeship and a place on the PPC has been provisionally assigned to you, a form would have been attached to the email informing you that consent has been given. This form is called “FORM 3 INDENTURES OF APPRENTICESHIP DEED”.

What is the Indenture of Apprenticeship Deed?

The Indenture of Apprenticeship Deed ('Deed') is a legally binding contract. Like any legally binding contract, it sets out the terms and conditions of the agreement. You and your training solicitor are asked to read the Deed through carefully so that you are both fully aware of your obligations.

Completion of Indentures of Apprenticeship Deed

You and your proposed training solicitor must complete the Deed. Please note that both signatures (yours and your training solicitor's) **must be witnessed** at the time of signing. The same person can witness the signing of both signatures. Anyone can witness the signatures as long as it is not a relative or your proposed training solicitor. Form 4A or Form 4B, whichever form is applicable, must be sworn before a practicing solicitor or commissioner of oaths (from a different firm to that of the training solicitor).

Return and Registration of the Indentures of Apprenticeship Deed

Once you have completed the Deed you should return it to the Law Society. It will then be given to the Registrar for Registration. The Registration process can take up to 4 weeks. Once registered the Deed will be returned to you for safekeeping. Please keep the Deed in a safe place. You will need to refer to it in the future.

Deadline for return of Indentures of Apprenticeship Deed

Your Deed, together with your fees and PPS Form must be received by the Law Society on or before Friday 15 August 2025. Late submission of the Deed will incur a late registration fee of €75.

Please refer to 'Section 4 Course Registration' for more information about registration.

2. COURSE FEES

PPC course fee

The 2025 PPC course fee is €11,850

Deadline for payment

The deadline for payment of fees Friday 15 August 2025. Late payment of course fees will incur a late penalty fee of €75.00

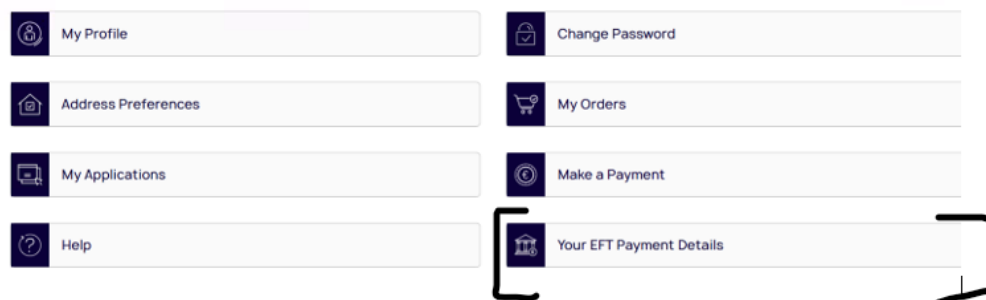
Payment Methods

Please submit payment for the course fees by EFT. Each firm and each student has been assigned a unique virtual IBAN (also known as a VBAN) for making Education related payments. You can find your VBAN on your Law Society dashboard.

On your dashboard, you will see the option “Your EFT Payment Details”

Click in here-

Dashboard



This will bring you to your virtual IBAN details. For PPC course payments you need to use the virtual IBAN assigned for **Education EFT payments**, (the second option, highlighted in yellow on the example below). By using the right Virtual IBAN, you can ensure that your payments are processed more efficiently.

You will also need the BIC and this is also specified on the dashboard.

IMPORTANT NOTE: As the Virtual IBAN is unique to each student and firm, it is important that you do not share it with anyone else.

Home / Home / Your EFT Payment Details

Dashboard
My Profile
Change Password
Address Preferences
My Orders
My Applications
Make a Payment

Your EFT Payment Details

Donna White's unique Virtual IBAN for PC and other Law Society EFT payments

Donna White's unique Virtual IBAN for Education EFT payments

BIC ⓘ

IE54N ... 12276

IE271 ... 2277

NFXNIE22XXX

When you are making payments using your own unique Virtual IBAN, you would set the IBAN and BIC up as you normally would when making a payment to anyone from your bank account.

Course fees can also be paid by cheque or bank draft. Please make this payable to 'The Law Society of Ireland'.

Please post your fees to:

Traineeship Section
 The Law Society of Ireland
 Blackhall Place
 Dublin 7
 DX 79

Please ensure to write your name on the back of your bank draft/cheque.

Confirmation of your place on the course

Completion of the registration process is conditional upon:

1. Return of your Indentures of Apprenticeship Deed for Registration
2. Payment of fees
3. Return of completed PPS Form

Please return the above to the Traineeship Section of the Law School by Friday 15 August 2025.

If your Deed has already been registered and returned to you for safekeeping you do not need to return it to us again.

3. GRANTS AND HELP WITH COURSE FEES AND TAX RELIEF INFORMATION

Can I get help with my fees?

To apply for a Higher Education Grant you should apply online to the Student Universal Support Ireland (SUSI). SUSI is the new single awarding authority for all new grant applications for the 2025/26 academic year. The online application facility is available through www.susi.ie

When can I apply for a Grant?

Candidates for the PPC who wish to receive grant support are strongly advised to submit an application without delay. SUSI are currently accepting applications for 2025/2026 academic year.

How do I apply for a grant?

To apply for a Higher Education Grant you should apply online to the Student Universal Support Ireland (SUSI) www.susi.ie

How is the grant money paid /who is it paid to? If my firm paid my fees will they get the grant monies?

SUSI pay your grant monies directly to the Law Society. The money is paid into the Law Society's Bank Account. Before they pay the Society, they first ask us to confirm your registration and attendance on the course.

Once the money has been received into the Law Society's Bank Account, we process that monies and organise for the refund to be sent to you or whoever paid the fees. If it was your firm or perhaps your parents, the refund monies will go direct to whoever paid the fees. The refund is given by way of electronic bank transfer. It ordinarily takes 2 weeks to refund you the money once it is in the Society's account. Sometimes it can take a little longer than this and sometimes less time. The reason for this delay is that the Society has strict procedures in place to avoid fraud and the misappropriation of funds. Checks are made before money can be paid out. However, refunds are given top priority because we appreciate the very difficult financial situation that students can experience during the training period.

As soon as the refund payment is ready, we will organise for it to reach you the quickest way possible. Please remember to keep us informed of any change in your contact details. Also keep your Law Society email account clear.

Tax Relief on Fees

The PPC course is included on the list of Postgraduate courses eligible for tax relief. The relief applies at the standard rate of tax and can be claimed (through your local tax office) regardless of whether or not the course and college is actually included on the list, which is issued from the Department to the Revenue Commissioners each year. The maximum amount of fees that can qualify for tax relief is €7,000 per person per course. Please use this link for the guide available from the Revenue Commissioners <https://www.revenue.ie/en/personal-tax-credits-reliefs-and-exemptions/education/tuition-fees-paid-for-third-level-education/index.aspx>

Of course, people will have to have been paying tax to get a refund of tax so those who are not being paid at all and those on minimum wage, depending on personal tax credits, will probably not have paid tax at all and so there will be nothing against which to claim a refund. Therefore, it is advisable available to check your payslip and see what tax you have paid, if any, this year.

Obviously, people whose fees have been paid by their firm cannot claim a refund. The fastest way of getting this tax back is to do it online via PAYE online on the revenue website. The refund (as with other reliefs such as health expenses) is then paid directly into the bank account nominated on the person's PAYE online profile. For more information see www.revenue.ie

PPC 2025 – Law Society Bursary

The Law Society operates a limited bursary scheme for trainees registered on the Professional Practice Courses. Any trainee who considers their own resources or available family resources as inadequate to fund their study may apply for a bursary.

The Bursary application process will open for trainees on the Professional Practice Course 2025 on the 8 September 2025. Trainees must be fully registered on this Professional Practice Course in order to apply. Notification of the opening of the application process and the deadline for submission of applications will be posted on the Student Hub and sent to all registered trainees via their PPC email address in early September. The Application Form and Instructions will be made available on The Hub.

All correctly completed applications will be considered by the Law Society Bursary Committee. In reaching its decision, it will take account of all the information provided in each application, including but not limited to income and assets, necessary expenditure and debt. As this is a limited bursary, the Committee will also take in to account the number of applicants and the comparative need of all applicants.

PPS (RSI) Information

The Department of Social, Community and Family Affairs require that all students attending a course must complete the attached (PPS) RSI form. If you have not already provided your PPS Number with your application for Consent to enter into Indentures of Apprenticeship, please complete the copy of the PPS Form which can be found at the back of this booklet.

4. COURSE REGISTRATION

What is the deadline to register?

The deadline to register by post is Friday 15 August 2025. Late payment of the course fee and/or late submission of Indenture Deed will incur a late registration fee of €75.00

What must I send in?

You will need to send in your course fees (Please refer to Section 2 for further information about how to pay your fees) and if you have not already done so, you will be asked to return your Indenture Deed. Please also email back to us the PPS form. Please see section 6 for a list of all enclosures.

Please email confirmation of bank transfer and relevant forms to:

Traineeship Section
The Law Society of Ireland
Blackhall Place
Dublin 7
DX 79

traineesection@lawsociety.ie

Please include:

- Your confirmation of bank transfer or bank draft or cheque (made payable to 'The Law Society of Ireland')
- Your Indenture Deed (if it has not already been registered and returned to you) and the additional forms

If your Indenture Deed has already been registered and returned to you for safekeeping, you do not need to send it to us again.

What if I am unable to attend the course?

If for any reason you are unable to attend the course, you must notify the Traineeship Section in writing. We will in turn return your application. Should you wish to apply for the course at a later date you will be required to submit a fresh application.

TIMETABLE AND GENERAL COURSE INFORMATION

All essential information, including timetables and details about your iPad and other materials, will be regularly updated on our Law Society website <https://www.lawsociety.ie/education--cpd/Trainees/PPC-Courses/professional-practice-course-ppc>

Stay Updated:

Please keep an eye on your email and our website for important updates.

We are here to support you, so if you have any questions or need further information, please don't hesitate to contact us.

5. COURSE LOCATION/TRAVEL

Parking

There is NO student PARKING provisions available on The Law Society grounds. There are a number of commercial car parks within close proximity to Blackhall Place. Smithfield public parking located on Queen Street offer competitive student parking rates. Further information is available from the Information Centre in the Education Centre.

Public Transport

The Bus routes serving Blackhall Place are: No. 37 and No. 39.

If you get the DART to Tara Street station, there is a link bus Route (No. 90) that travels down the quays in the direction of Blackhall Place. The nearest bus stop to the Law Society is the Guinness depot. Walk across the James Joyce Bridge to get to Blackhall Place.

The LUAS line also serves the area around Blackhall Place. A Luas stop is located on Benburb Street. This is the Tallaght to Abbey street line - Red Line. (Refer to map overleaf). Stops near Blackhall Place are as follows:

Heuston	At Heuston Station
Museum	National Museum of Ireland
Smithfield	Centre of Smithfield
Four Courts	Rear of the Four Courts

Red Line - Operating times

From Connolly Station - Monday to Friday from 7.10am until 7.30pm.

From The Point - Monday to Friday from 5.30am until 00.30am.

Trams will run at a frequency of every 5-10 minutes at peak times.

For further information on Timetables, Fares, Student Tickets etc please access the LUAS website

www.luas.ie



WHAT HAPPENS NEXT?

You must send the following to us:

FULL FEE AMOUNT (€11,850 OR €11,925 IF REGISTERING AFTER 15 AUGUST 2025)

☐

Please submit either confirmation of a bank transfer or a bank draft or cheque made payable to:

The Law Society of Ireland

AND

COMPLETED PPS (RSI) FORM

IF PPS No. NOT ALREADY SUBMITTED

☐

AND

INDENTURES OF APPRENTICESHIP DEED

IF NOT ALREADY RETURNED

☐

If your Indenture Deed has already been registered and returned to you for safe keeping, you do not need to send it to us again.

The closing date for registration is Friday 15 August 2025.

Getting further help

If having read this pamphlet you have further questions, please email the Traineeship Section on traineesection@lawsociety.ie