



U3A Port Phillip Inc. [Inc. A0045047P]
Mail address: PO Box 719, South Melbourne 3205
Location: Mary Kehoe Centre, 224 Danks Street, Albert Park 3206
Ph: 9696 3495
Web: <http://www.u3app.org.au>
Office hours (during term time): Monday – Friday, 9.30 – 3.30 pm

| | |
|------------------------|-------|
| For Office Use Only | |
| Date received..... | |
| Number..... | |
| Full Member (Y/N)..... | |
| Financial (Y/N)..... | |

ENROLMENT FORM 2018

FAMILY NAME _____ FIRST NAME _____

PHONE _____ MOBILE _____ EMAIL _____

MEMBERSHIP STATUS: *Please circle:* NEW MEMBER: Yes / No FULL / ASSOCIATE

To enrol in any of our courses, you must have **already paid your 2018 membership**, on-line, by post or in person. See over for details of how to pay.

Many courses run for the whole year, and most for the whole of First Semester (February to June, with a mid-semester break). See the Course Guide for exact start and end dates for each course.

You can enrol **either** on-line **or** by completing this Enrolment Form.

Please use the on-line system if possible. It saves us a lot of work if we don't have to process paper forms.

Paper Enrolment Forms will be accepted in the Office during the last week of term, from **Monday 27**

November until Friday 1 December, by post or in person. Please do NOT email scanned forms – they will not be processed.

The Office will not accept paper Enrolment Forms delivered **before** Monday 27 November, unless there are exceptional circumstances. Any that are accepted will be shuffled in with those submitted during the last week of term, so there is no advantage for submitting early.

Enrolment Forms will be numbered in order of receipt, and processed in that order. Paper Enrolment Forms will not be processed until **Monday 4 December**, the same day that on-line enrolments open.

You can **enrol on-line** via the U3APP website on, or after, **Monday 4 December at 9:30am**– see over for more details. If you enrol on-line, **you do not need to fill in this form.**

If you fill in a paper form, please put names of the courses you want to join in the order of importance to you – ie **the one you most want to get into at the top.**

Please also write the **FULL NAME** of the course as it appears in the Course Guide, **and the day and time** to avoid any confusion about which course you want to enrol in.

| | COURSE NAME | DAY AND TIME |
|---|-------------|--------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

See over for more IMPORTANT INFORMATION ABOUT ENROLMENT IN COURSES

IMPORTANT INFORMATION ABOUT ENROLMENT IN COURSES:

- Membership payment:** Membership fees (\$40) can be paid on-line (see below), or in person at the Office, or by post with a Membership Form.
- Enrolment restrictions:** You may not enrol in more than two (2) exercise courses, marked (E), or more than two (2) language courses, marked (L). Individual tutors may have particular requirements for some courses.
- Acceptance in courses:** If you have an email address, you will receive an email confirming your enrolment when you enrol on-line, or when your form is processed. If you are unsuccessful in gaining a place in a course, you will receive an email telling you that you have been Waitlisted.
If you do not have an email address, please ring the Office to find out whether you have a place.
- Priority:** Priority is given to U3A Port Phillip **full members** for places in a course. Courses which are known to fill quickly are therefore restricted to full members, and are marked (FM).
Enrolment forms are numbered in order of receipt and processed in this order. Enrolment Forms can be delivered during the week beginning **Monday 27 November**, no later than 3:30pm on **Friday 1 December**. Any forms received earlier will be treated as though they had arrived on Monday 27 November.
When it is received your form will be checked to ensure that your membership fee has been paid, but it will not be processed until **Monday 4 December**.
- Withdrawal from courses:** If you cannot start or proceed with a course in which you have a place, you can cancel on-line on the **Your Courses and Events** page of our website, or notify the office ASAP, **ph 9696 3495**,. If you wish to withdraw from any course PLEASE cancel on-line if possible, as there may be others waiting to enrol.
- Course policy:** Missing 3 classes of a course without apology will result in your place being offered to a person on the waiting list. You can apologise on-line on the Your courses and Events page, or let the Office or the course monitor know if you are unable to attend any classes.
Members who are making extended apologies of five or more weekly classes; three or more for classes that run fortnightly, will be transferred from the class list and placed at the top of that class's waiting list.
- On-line system:** U3APP has an on-line system which allows you to pay membership on-line and/or enrol on-line (you can do either, both, or neither). Step-by-step instructions on how to pay your membership and enrol on-line are here: http://www.u3app.org.au/wp-content/uploads/U3APP_On-line_System.pdf
On-line enrolments will open at **9:30am** on Enrolment Processing day, **Monday 4 December**.
Processing of paper Enrolment Forms will be done in order of receipt, at the same time as on-line bookings are being made.
On-line enrolments will remain open for all courses until they fill.