

MESSAGE TO MEMBERS CONCERNING PLANNED ABSENCES FROM COURSES

The Committee of Management of U3APP has been concerned about the number of extended absences, in classes which have people on the waitlist for that class. A new procedure is to be adopted from the start of Semester 2 to better handle this situation and to achieve equity of participation in courses which are most in demand. As our tutors so kindly give their time to teach these classes, it is important to allow as many members as possible to benefit from their tutelage and not to have half empty classes.

All class attendances and waitlists are under constant review by the enrolment team to maintain classes at optimum capacity. It is pleasing to see that waiting times are now kept to a minimum. In fact, during the first semester this year, more than 150 members on waitlists have moved up into their desired courses.

A new procedure has now been developed after feedback from tutors, course coordinators, office managers and IT volunteers and will be implemented from the start of Semester 2, 2017. Please note that the new procedure will ***only apply to courses which are fully subscribed and have a waiting list.***

- If a member records extended apologies (not including illness) for five or more consecutive weekly classes, or for three or more in the case of fortnightly classes **AND** the class has a waitlist, then a discussion will be held with the tutor. Barring any special circumstances, that person will be moved to the top of the waitlist for that class and will be notified of this move. Then someone from the top of the waitlist will be added to the class.
- The member who has been moved to the waitlist will be notified as soon as a place again becomes available in the class.
- In a Seniors environment, run by volunteers for the benefit of members, and where our tutors give their time so freely and generously, it is expected that you will let your tutor/s and the office desk know ahead of time if you are planning an extended absence.

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It is acknowledged that this may be disappointing to some and at the same time will allow others - those on the waiting list who are aware that classes have empty seats - to share in and benefit from in-demand U3APP courses.

U3APP operates for all members, and every effort is made by office volunteers who hear and understand all sides of the story. This procedure has been developed to be equitable to all our members. Our low annual fee of \$40 also reflects our endeavour to be open to as many people as possible.

Thank you in advance for your understanding of the need to implement this procedure.

Committee of Management
U3A Port Phillip
12-08-2107