



## **U3A Maitland Enrolment Process**

### **Enrolment Day 17<sup>th</sup> January 2018, commencing at 10:00am at CWA Hall**

Just when you thought U3A was done and dusted for the year, we have to remind you that enrolment day for 2018 is only four weeks away! It's on from 10:00am on Wednesday 17<sup>th</sup> January at the CWA Hall, Church Street, Maitland.

Many of our members do not have access to a computer, so emails and our web site are not readily accessible to them. To give every member an equal opportunity to gain a place in the most popular courses there are some rules that apply to enrolments.

1. Course Programs and Enrolment Forms will be posted out to members who are without access to email during the week commencing 18<sup>th</sup> December. Four days later, (Australia Post time) Course Programs and Enrolment Forms will be emailed to those members with email addresses.
2. Members can post completed Enrolment Forms to U3A Maitland, PO Box 502, MAITLAND 2320 or scan and email them to the U3A Enrolment Officer at [old1955@outlook.com.au](mailto:old1955@outlook.com.au) or just bring them along on enrolment day.
3. There are no reserved places in any courses. Everyone has to apply for a place in their chosen course by enrolling in it. Membership of a class in 2017 does not guarantee a place in the same course in 2018.
4. Programs and Enrolment Forms will be available at the CWA Hall on enrolment day for those attending.
5. Enrolment forms will be processed in order of receipt by the U3A Enrolment Officer.
6. If you paid your membership fee at any time after 30<sup>th</sup> June 2017 then you are a financial member of U3A Maitland and will remain so until June 30<sup>th</sup> 2018. As a current financial member you are entitled to enrol in any class for 2018.

Please keep in mind that many of our venues have limited space and some of our courses are only suitable for a relatively small number of participants. We are therefore forced to cap class membership to manageable numbers for some courses. Where this is the case, the excess enrolments will be added to a Wait List so that people on the Wait List can be added to the class if a vacancy occurs. You will be advised if you are on a Wait List. You will also be advised if and when you have been added to a class. The Wait List order will be managed by the order of receipt of enrolment forms.