

Course Coordinator
U3A Maitland,
PO Box 502,
MAITLAND 2320

Course Leader Application



PERSONAL DETAILS

These details will be added to the U3A membership data base to allow us to contact you as required.

Name: _____

Address: _____

Phone: _____

Mobile: _____

Email: _____

Tick preferred contact method.

Phone:

Mobile:

Email:

COURSE INFORMATION

Course Title: _____

Please write a short description of the course on the back of this form. The description and other details will appear in our course program which will be published prior to enrolment time.

Class max: _____

Class min: _____

Session Duration: _____

Approx. student costs: \$ _____

Write the cost details on the rear of the form.

COURSE SCHEDULING

Day of the week

1st preference

2nd preference

Time of day

1st preference

2nd preference

Tick the terms your course will be conducted

Term 1

Term 2

Term 3

Term 4

Will the same set of lessons be delivered each term?

Yes

No

Can new students be added any time?

Yes

No

Is information delivered in week 1 required for week 2 etc.?

Yes

No

Would you like to run the course as a trial for one term?

Yes

No

How many weeks of an 8 week term will your course run?

If the course is to be run on a particular date please specify the date.

What skills or tools are required to participate in this course?

VENUE

Preferred Venue:

Facilities Required:

White board

Tables / chairs

TV

Projector

Internet

DVD

Other needs:

Once course details and the venue are agreed and subsequently confirmed by the Management Committee, any changes must be negotiated with the Course Coordinator. Please be aware that insurance only extends to Public Liability Insurance cover.

I hereby apply to become a Course Leader for U3A Maitland Inc. I agree to be bound by the Constitution and the Rules of U3A Maitland Inc. and by any reasonable direction given by the Management Committee with regard to conducting the class for the duration of my membership.

Please sign and return to the address above.

Signed: _____

Date: _____