

Policy Guidelines 04 – Terms and Conditions

Introduction

This document should be read in conjunction with the Code of Conduct and other policy guidelines.

Purpose

To outline U3A Hepburn Shire's conditions of membership.

Policy

1. To enrol in any U3A course or activity you need to be a current financial member.
2. Some courses and activities will incur an additional cost, usually stated in the course descriptions.
3. There is no general refund policy for membership or class fees, however the committee may grant a refund at its discretion.
4. Your membership card (name badge) is to be worn at all U3A activities.
5. The name and phone number of your emergency contact is to be accurately recorded on the back of your membership card.
6. As a member you should endeavour to understand and adhere to the organisation's guidelines, policies and procedures.
7. Enrolment in a course may not guarantee acceptance. If your enrolment can't be accepted (class full/course cancelled) you will be notified as soon as possible.
8. If you are unable to attend a class, you should make every effort to notify the course leader.
9. If you miss three classes without an apology you may forfeit your place in that class.
10. If you decide to cancel a class in which you have enrolled, the course leader must be advised as soon as possible as there may be a waiting list.
11. Members should at all times comply with U3A's Code of Conduct.
12. Personal businesses are not to be promoted during U3A activities.

13. Any actual or potentially dangerous/unsafe situation that you observe must be reported immediately to the Committee of Management.

Responsibilities

14. The Committee of Management of U3A Hepburn Shire will establish, implement, publicise and review this policy.

Authorisation

15. This Policy was adopted by the Committee of Management of U3A Hepburn Shire on 11 February 2019 and duly recorded in the minutes.

16. This policy will be published by the Committee of Management of U3A Hepburn Shire on its website within 4 weeks of the date of this authorisation.

17. Related Policies

03 Code of Conduct

01 Privacy

08 Conflict of Interest