

## **Policy Guidelines 04– Terms and Conditions**

### **Introduction**

This document should be read in conjunction with the Code of Conduct and other policy guidelines which are available on our website : <https://u3ahepburnshire.com/>

### **Purpose**

To outline U3A Hepburn Shire's conditions of membership.

### **Health & Well-being of members.**

The health and well-being of our members and volunteers is our priority, and we strongly recommend that all participants follow the most up to date medical advice regarding communicable diseases including COVID-19.

The wearing of masks when attending U3A classes and activities is a personal choice, but Class Leaders have the right to request members of their class to wear a mask while in that classroom.

Please do not attend any venue where a U3A Hepburn Shire class or activity is taking place if you are unwell in any way, even if you have tested negative for COVID-19.

### **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 for materials or travel, 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 always comply with U3A's Code of Conduct (See our website).
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**

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

### **Authorisation**

This Policy was adopted by the Committee of Management of U3A Hepburn Shire on December 7th, 2021, and duly recorded in the minutes.

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

### **Related Policies available on our website.**

Code of Conduct  
Privacy  
Conflict of Interest