

Enrolment Report

Membership Renewals and Class Enrolments

As previously advised, because of the very high rentals charged for external venues and the Pines Function Room (PFR), a class fee has been introduced for all classes conducted outside the area covered by our Pines Learning Centre agreement with Manningham City Council. The amount set, **\$15 per class per year**, is averaged out over the cost of all external venues. Instructions appear below on how this amount will be calculated and paid by members.

Payment of 2019 membership fees

The membership fee for 2019 remains at \$70. Payment of membership fees (new or existing members) can be made either online or in person:

1. **Online, from 14 November:**

Payment online is easier this year! You no longer need to click on the 'Return to MyU3A' link - the return will happen automatically a few seconds after you see the confirmation of payment screen. You will also no longer receive a message telling you that the return to MyU3A is unsecured. The whole process takes place in a secure environment where all data transmitted over the Internet is encrypted (not being able to be read by anyone intercepting the message).

2. **In person, only on the following days:**

- Wednesday, 14 November from 1.30pm to 3pm (last booking 2.30pm)
- Thursday, 15 November from 9am to 3pm (last booking 2.30pm)
- Monday, 19 November from 9am to 3pm (last booking 2.30pm)
- Wednesday, 21 November from 1.30pm to 3pm (last booking 2.30pm)

Please note: For in-person payments, timeslots **must** be booked and the office is taking bookings now. Anyone showing up without a booked timeslot may not be able to be assisted. All payments are in Room 1.

Donations

We are continuing the scheme introduced last year for members who wish to make a financial donation to U3A Manningham. The opportunity to do so will be available when paying membership fees. If you choose to donate, that amount will be automatically added to your membership fee.

Enrolment dates for 2019 classes

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| Priority Level 1: | From 21 November for both in-person* or online. (Online from 6.30am) |
| Priority Level 2: | From 28 November for both in-person or online. (Online from 6.30am) |
| Priority Level 3: | From 30 November for both in-person or online. (Online from 6.30am) |
| Priority Level 4: | From 3 December for both in-person or online. (Online from 6.30am) |
| Open Enrolment (existing or new members): | From 4 December for both in-person or online. (Online from 6.30am) |

* Bookings are required for Priority Level 1 in-person class enrolments (21 November). You may book at the office at any time from 14 November.

However, bookings are not required for in-person class enrolments for any other priority levels - just turn up at Room 18 between 9am and 3pm on the appropriate date for your level. You will be given a numbered ticket and enrolments will be in ticket order.

Enrolment Report (Cont'd)

Priority enrolment levels

Priority enrolment levels will be displayed on the noticeboard and the website prior to enrolments beginning. Remember that priority levels only give you the right to enrol in classes earlier than other members of lower or no priority. If you defer your enrolments to a later date, you get no more priority than anyone else who is permitted to enrol at that date.

Paying for classes that attract a fee - those held at external venues and the PFR (\$15)

Be aware that unless you have paid your membership fee, you will not be able to access the **Classes 2019** button. If you enrol in any classes that attract that fee, the fee will be added to your profile. When you have completed enrolment in all desired classes, the total amount due and the amount still outstanding will be shown. You should then pay the amount due in the same way as you did your annual membership fee. You will need to pay all outstanding fees in order to be admitted to any class attracting a fee.

When enrolling in person, it will be obvious that you have successfully enrolled in the classes of your choice, so you can pay your membership fee (if not already paid) and all class fees at the same time.

If you are put on the Wait List for a class with a fee, you will only be charged the fee when you are accepted into the class.

Enrolment limits

This year, in an attempt to give all our members the chance to enrol in the classes they desire, the maximum number of classes in which a member may enrol has been restricted to **five**. This restriction will be lifted after 31 January, thus opening up any classes with vacancies to all members. The restriction to five classes does not change the restrictions on individual classes, for example, one strength training class per member.

Members who wish to enrol in more than five classes will be put on the Wait List for the other classes. Once the restriction is lifted after 31 January, they will then be eligible for those classes in order of application.

New members

In an effort to attract new members:

1. A person enrolling for the first time for 2019 is given the bonus right of enrolling in any available 2018 classes. Many classes will not take new members at this time of year but there are those that will. In particular, most Summer School classes are still available and new members may join any of these by paying the \$10 Summer School fee and the particular activity fee, if any, for the chosen activities.
2. This year, for the first time, 10% of places in the most popular classes are being reserved for new members. Once the 10% has been reached, this advantage to new members ceases.

Those classes that have 10% of places reserved for new members can be viewed by clicking here: <http://u3amanningham.org.au/docs/ClasseswWthReservedPlacesForNewMembers.pdf>.

Assistance in enrolling online and paying by PayPal is available by clicking here: <http://u3amanningham.org.au/docs/MembershipEnrollingOnlineAssistance.pdf>.

Geoff Sheldon & Warwick Wright
