

# Enrolment & Payment Information 2026

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## Enrolment Introduction

Anyone attending classes **must be a member of KMVU3A and be enrolled** in the class prior to attending **unless** they have arranged with the tutor or course co-ordinator to attend one class (only) **as a visitor** to try the class or are a guest speaker or similar. *(See more info below.)*

## Class / Membership fees and Refund & Class Transfer Policy

- **Membership** is \$40 for 2026
- Class fees are **\$10 for half year or \$20 for full year**
  - Occasionally if a class only runs for 1 term \$5 will be charged
  - Members must pay the \$10 or \$20 even if they enrol mid-way through a semester or year
  - This is less than \$1 a week for 2 terms or \$1.25 if only enrolling in the second term!
- Membership must be paid when enrolling in the first class for the year
- Fees are **non-refundable** once a member has attended at least one class
- However, members can **transfer their fees** to another class if desired and there is a vacancy
- Fees can be paid:
  - **Online** or by direct deposit into our account
  - In **cash or credit card** on an enrolment day
- Details on how to pay are provided on the website or in an invoice emailed to people when they enrol

## Changes to enrolment / move to another class

If a class member wishes to change their enrolment or their enrolment is incorrect, please submit the details to the course co-ordinator or the System Manager. Their fee, if still current, can be transferred to another class.

## Enrolment basics

- All classes have a maximum number. Places are allocated on a first come basis unless:
  - Knowledge from previous classes is required
  - There are specific requirements
- Members can join a **waiting list** if a class is full and will be notified and asked to pay if a vacancy occurs
  - Members should be encouraged to join a waiting list as:
    - Vacancies do occur and they will be eligible to join the class
    - The class maximum number could be increased
    - It gives us an indication of demand
    - An additional class may be able to be scheduled
- Members can enrol in as many classes as they want each year
- Enrolment in a class in a particular year does NOT guarantee enrolment in the following year. Members must enrol each year, and places will be allocated on a first come basis except as above
- If a class runs all year – **members will be automatically enrolled for the full year** and do NOT need to enrol each term
  - They may need to pay each semester if they did not pay for the full year when first enrolling and paying. They will be contacted to pay when applicable
  - Tutors can see the period each member has paid for in the Class details available in the Tutor Portal
- Up to date enrolment dates and information can be found on the **Noticeboard and Enrol** pages of our website or in emails / flyers emailed to members

- There are **two main enrolment** periods each year when several face-to-face enrolment days are held:
  - In January before the start of Term 1
  - In June before the start of Term 3
  - Smaller enrolment days may be held before Term 2 and Term 4 if necessary
- **Online enrolment** is open from mid-January to December for most classes and members can enrol at any time using this online option if a class allows continual enrolment
- People can also enrol by emailing or phoning us and asking us to enrol them

## Terms and Conditions

To complete an enrolment or join / renew membership people **MUST** agree to the **Terms and Conditions of Membership**. These appear on both online and paper membership and enrolment pages.

- Details of these can be found on our website under About US

## If a member contacts you about enrolling in your class:

- Ask them to contact [info@kempseymacleay3.com.au](mailto:info@kempseymacleay3.com.au) or go to our website for information on enrolling
- Or you could contact us for them. Do this ASAP to ensure they secure a spot

## View class and waiting lists in Tutor Portal

Tutors can see an up-to-date list of enrolled members and people on the waiting list for their classes in the **Tutor Portal**.

The class lists also includes periods members have been invoiced for, paid for and any money owing.

The Tutor Portal can be accessed on our website as part of the Member Portal.

**Click on Membership > Member Portal Access > Log in and click on Tutor Portal >** then click on Students or Class Details.

## View class/ vacancy / waiting list numbers on website

The number of vacancies and people on the waiting list in a class can also be seen **on the website without having to log into the Tutor Portal**. Click on Classes & Events > Current Classes and open up the details of a class. The names of members enrolled does not show.

## Visitors to a class

People can visit ONE class only as a visitor (either members or non-members) to gain an idea of the course prior to enrolling. Approval for this must be given by the Tutor or the Course-Co-ordinator.

Tutors are required to enforce this and ensure only one class is attended. This is to ensure fairness and compliance with our insurance requirements.

The visitor's name, contact details and emergency contact details should be added to the Attendance sheet and attendance marked for the day they attended.

## Privacy

Members personal information is private and should not be given to other members or people without prior permission of the member themselves. This includes information from U3A documentation and information obtained in a class. If necessary, remind class members that personal details of other members is not a topic for discussion.