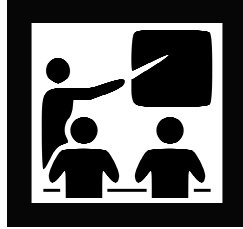


IMPORTANT INFORMATION for ALL MEMBERS

PROCEDURES for FULL CLASSES and WAITING LISTS



It is **essential** that class rolls are marked each session either with a tick a dash or "ap".

(absent but no apology = dash, apology =ap)

If a class member cannot attend a class they must let the tutor know in person the week before or ring the office to have an apology recorded in the roll.

WAITING LISTS

- When a class is marked FULL no more enrolments are accepted and a WAITING LIST may be set up.
- If a member is absent for more than **three classes** without an apology they will be removed from the class roll at the end of the term.
- After consultation with the class leader, their position will then be taken by a member on the WAITING LIST at the start of the new term.*
- Tutors with classes marked FULL should audit their rolls **before the last week of term** using the WAITING list form found in the office, enter the names of any non-attending members and specify whether or not new members can now be enrolled. Leave the completed form in the data entry folder.
- Members on the WAITING LIST form found in the office, will be offered a place where vacancies have arisen.
- The updated Class list will be published at the beginning of the new term

*Members on the WAITING LIST will be offered a place where vacancies have arisen. (If there is no response to this offer another member on the waiting list will be offered the place)

NB U3A volunteers are offered places ahead of non volunteers.

TO JOIN A WAITING LIST for a FULL CLASS

- Complete the appropriate form found in the office
- Ensure a response is given immediately an offer of a place is made