



# Ringwood U3A

## Request to Change Class During a Term

Where a member is enrolled in a class and wishes to no longer attend that class or wishes to enrol in another class during a term, they must apply to (or where they no longer wish to attend a class, notify) the relevant Class Coordinator.

This is to ensure that all people that attend classes are registered and are covered under our insurance policies.

Family Name	Given name	Date	Member ID No

I wish to:

- (a) Apply to attend an additional class, .....(Course No.....). starting date: .....
- (b) Apply to Transfer from ..... (Course No.....). to ..... (Course No.....). starting date: .....
- (c) Cancel my enrolment in ..... (Course No.....). effective from :.....

I understand that my ability to attend or transfer to a class is dependent on the availability of vacancies and whether there are vacancies available after meeting expectations of those on any waiting list for that class.

Signed: .....

Class Coordinator: .....  
.....

### Membership Secretary for Approval or Advice as to Vacancies

Vacancy exists (After waiting list requirements are met) Y/N	Tutor has been consulted Y/N	Request is Approved/Not Approved Y/N	Effective date	Recorded in membership records

Signed : .....  
(Membership Secretary)