



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)