U3A RINGWOOD

2026 NEW / RENEWING MEMBERSHIP APPLICATION

Membership, Class Enrolments and Payment can be done online or by using this form.

If you do not wish to enrol on line, you can complete this form and post it to us with your payment (see next page for address). You can also bring this form, with your payment to our ***Parkwood Office on Monday 8 December 2025, Tuesday 9 December 2025, Friday 30 January or Monday 2 February 2026*** *between the hours of 9.30am and 11.00am. Payment in person can also be made at our Welcome Day which will be held at the Kevin Pratt Pavilion on* ***Wednesday 21 January 2025*** *commencing at 10.30am or at our Parkwood office on an alternative day and time by appointment (call 0481 591 224).*

You do not need to use this form if you have checked your details online, re-enrolled online and paid your fees online.

Please complete and PRINT clearly

First Name …… Family Name …….. Membership # ……

I have Enrolled or Re-enrolled Online (please tick boxes as appropriate)	
I've paid by Bank Transfer (PayID) or PayPal (including card payments)	
My payment is enclosed	
I will pay at the Office	

I want to use this form to Enrol or Re-enrol (please tick boxes as appropriate)	
My payment is enclosed	
I will pay at the Office	
New members please complete '**My Details'** in full. Returning 2025 members only fill in what has changed or has not previously been provided, particularly your telephone and email contact details (if not done online).	

MY DETAILS

Preferred Name …… Gender M / F/ O (please circle) Year of Birth ……

Street No and Name …… Suburb …… Postcode ……..

Home Phone ……,,,,, Mobile Phone ……

Email address …….. I Heard About U3A Ringwood From ……

Previous Occupation …… Country of Birth ……..……

I am a potential Class Leader: Y/N (please circle) I can help with……..

Special Skills & Interests ……..……..……..

Emergency Contact Information:

Name of Emergency Contact ……..……

Contact Number …… Relationship to you……..……

I agree to comply with U3A Ringwood Inc's Membership Commitment and Code of Conduct and accept that undertaking tasks as a volunteer is an important part of my membership of U3A Ringwood Inc.

Signature: …… Date: ……

The personal details you provide is used for internal purposes only. Refer to the Privacy Statement on our website.

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MEMBERSHIP FEES (Payment of fees for class leaders is optional)

I am a Class Leader ☐

Annual Membership Fees			
Full Year I am enrolling as a 2026 Full Member − $65.00.	☐	**Half Year (from 1st July)** I am enrolling as a 2026 Full Member − $40.00	☐

Payment of Membership Fees can be made:

- **Anytime:**
  - Online using '**Member Portal**' using a credit/debit card. Use option '**Pay Owing'**
  - Online using our emailed invoice (card payment and bank transfer)
  - Via your Internet Banking App using our PayID **treasurer@u3aringwood.org.au**. Be sure to include name and member number. In the transfer
  - Via your Internet Banking App using our bank information **on our invoice** or **on Member Portal**. Be sure to include name and member number in the transfer
- **From end of Term 4 up to Australia Day** – Cheques or Postal Notes should be posted to The Secretary, U3A Ringwood Inc., 51 Summit Cres, Ringwood North 3134.
- **After** Australia Day − Cheques or Postal Notes should be posted to The Treasurer, U3A Ringwood Inc., 35−39 Tortice Drive, Ringwood North 3134
- **In person** at our Parkwood office
  - during our annual Member Renewal Days in December
  - During school terms by appointment. Call 0481 591 224.

Note: While our Office is not manned, we can be contacted via email: info@u3aringwood.org.au or telephone: 0481 591 224.

CLASS ENROLMENTS

If you have used our online membership system to enrol in your classes you do not need to complete this section. Class enrolments are usually made on a first in − best dressed basis. You are encouraged to enrol in our classes as early as you can.

If you enrol in a class that shows a status of "ALL WAIT" or "W/LIST' it means that your enrolment in that class will be waitlisted because (1) the Class Leaders of these classes have indicated that a certain skill level or class continuity is required or (2) the class is Full. You will be advised by email if you have been accepted into the class by late January unless the class is FULL.

Please enter the details of your chosen classes below (refer to course outline document or on our web site).

CLASS NAME	CLASS NAME	CLASS NAME

U3A Ringwood Inc. is governed by its Constitution, which is applicable to all members. Copies are available on our website www.u3aringwood.com.au. The Committee of Management advises that the material presented in class is at the discretion of the Class Leader and does not necessarily reflect the views of U3A Ringwood Inc.

It is each member's own responsibility to ensure that they have an appropriate level of health and fitness before attending a class. If in doubt, a member should consult their health professional

Members should be aware that if an ambulance is called due to an injury or medical emergency at home or elsewhere, ambulance fees may apply for the injured person unless they have an Ambulance Victoria membership, a Pensioner Concession Card or Health Care Card or coverage from private health insurance. It is strongly recommended that members confirm that they have appropriate coverage as U3A insurance only covers its volunteers and class leaders while undertaking U3A delegated duties, not individual members. **U3A Ringwood's policy is to call an ambulance should a medical emergency occur.**

Membership Commitment and Code of Conduct

Purpose:

To promote a shared understanding of appropriate conduct and ethical standards for members (including Committee members and Class Leaders) in their interactions with each other during all U3A Ringwood activities.

To promote a culture of personal commitment as a condition of membership of U3A Ringwood as specified in this document.

Every member has the right to:

1. Participate in learning, recreational and social opportunities offered by U3A Ringwood in accordance with their physical ability, knowledge or experience (where applicable) and class place availability.
2. An environment that is safe, respectful and free from harassment, discrimination and bullying.
3. Their personal information being maintained in accordance with U3A Ringwood's Privacy Policy.

Every member has the responsibility to:

1. Support the purposes of U3A Ringwood and observe its Registered Rules, its policies and procedures - these can be viewed on the U3A Ringwood website: u3aringwood.org.au and at the U3A Ringwood office).
2. Keep themselves up to date with U3A Ringwood policies, guidelines, notices and other information posted in the newsletter, on the U3A Ringwood website and on notice boards.
3. Contribute to an environment that is free from harassment, discrimination, intimidation or bullying behaviour.
4. Foster and maintain positive relationships which encourage cooperation and inclusiveness by acting and speaking respectfully and with courtesy.
5. Act with honesty and integrity towards U3A Ringwood, its members and the community.
6. Take responsibility, when attending classes for performing activities that are within the limitations of their health and abilities, and to notify the Class Leader immediately if they feel unwell or experience pain during the class.
7. Wear their current membership badge at all times when attending any U3A Ringwood activity.
8. Contribute their time and skills by volunteering to help with activities appropriate to their experience, ability and capacity.
9. Observe strict confidentiality regarding any access to members' personal information in accordance with U3A Ringwood's Privacy Policy.
10. Avoid any real or perceived conflict of interest and refrain from using U3A membership to promote personal interests or financial gain.
11. Support the safety, security and wellbeing of U3A Ringwood members, its property and possessions and report any issues to Class Leaders or committee members.
12. Maintain the good reputation of U3A Ringwood and contribute to its ability to serve the community's interests.

Any breach of the Membership Commitment and Code of Conduct should be reported to the Secretary. Issues will be managed in accordance with U3A Ringwood Inc.'s Rules and relevant policies.

These documents can be viewed on our website or in U3A Ringwood's office.

AUTHORISATION:

This Membership Commitment and Code of Conduct was adopted by the Committee of Management of U3A Ringwood Inc and minuted as such on 11 October 2018 and is posted on U3A Ringwood's website and Notice Boards.