



Pro Rata Membership Application for July to December Period

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).

If you wish to enrol and pay in person this can be arranged by calling 0481 591 224 to make an appointment to meet at our Parkwood office. There payment can be made by direct debit, cheque made out to U3A Ringwood Inc. or cash (correct money would be appreciated). Please ensure that you bring this form duly completed with you.

You do not need to use this form if you have enrolled online and paid your fees online.

Please complete and PRINT clearly

First Name Family Name Membership #

Vaccination Status	Yes	No
I'm Fully Vaccinated against COVID19		
I have a valid COVID19 vaccination status certificate		

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. Current members need to 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 Origin

Special Skills& Interests I Can Help With:

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. I will also allow U3A Ringwood to sight my COVID19 vaccination status before entry to classes.

Signature: Date:

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



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

I am a Class Leader

Pro Rata Fees Applicable for July – December Annually	
I wish to join U3A Ringwood OR I am renewing my annual full membership at U3A Ringwood - \$40	<input type="checkbox"/>
I'm a current full financial member of another U3A AND I wish to join U3A Ringwood OR I am renewing my annual Associate Membership at U3A Ringwood - \$30.00 Proof of membership at another U3A is required. My U3A isExpiry/..../.....	<input type="checkbox"/>

Membership fees are subject to change. Your U3A Ringwood membership, as for all members, expires at end of December each year. Pro Rata fees only apply if you join us during the last half of the year and cover the period from when you pay your fees until the end of December of the year you join. You renew your membership by paying the appropriate membership fee for the new year (usually from early December).

You must remain a financial member of U3A Ringwood to attend our classes.

Payment of Membership Fees can be made:

- Online using 'PayPal' or via 'Online Bank Transfer' using our PayID treasurer@u3aringwood.org.au (these are our preferred methods of Payment).
- By post – Cheques or Postal Notes should be posted to The Treasurer, U3A Ringwood Inc., 35–39 Tortice Drive, Ringwood North 3134.

Payment in person can be arranged at our Parkwood office by calling 0481 591 224. There payment can be made by direct debit, cheque made out to U3A Ringwood Inc. or cash (correct money would be appreciated).

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.

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. If there is a prerequisite to join a class you will usually be advised if you can join to that class within 7 days) or (2) the class is Full and you can be waitlisted until a vacancy occurs.

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

CLASS CODE	CLASS NAME	CLASS CODE	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.

If you are unable to attend classes, we request that you advise us using (1) the online UMAS 'My Absences' option, or (2) emailing admin@u3aringwood.org.au or (3) phoning 0481 591 224.

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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.