

Terms and Conditions of U3A Casey

In becoming a member of U3A Casey Inc. I agree to:

1. Abide by U3A Casey's Constitution & Rules and Policies including the Code of Conduct Policy.
2. Always act in the best interests of U3A Casey.
3. Act with integrity and observe strict confidentiality regarding any access to a member's personal information, never disclosing contact or any other details without the member's prior permission.
4. Act and speak respectfully and with courtesy.
5. Arrive punctually to my class.
6. Ensure my mobile phone is off during my class.
7. Not attend a face-to-face class if I am unwell.
8. Advise of any changes to my contact details.
9. Wear and display my current membership name badge, including emergency contact details, whenever attending a course or event. My badge is not transferable.
10. Direct any concerns regarding the classes to the Course Coordinator.
11. Direct any concerns regarding the venues used for classes to the Venue Coordinator.

I acknowledge that:

1. To attend any U3A Class or activity I need to be a current financial member. An annual membership fee is payable and is non-refundable. I will be notified when I have been accepted into a class.
2. If I need to withdraw from a class, I will do so online or notify the U3A Casey office so a place can be offered to a member on the class waitlist.
3. If I am going to be absent for three (3) or more consecutive classes, I shall notify the Class Tutor or Course Coordinator.
4. If I fail to attend three (3) consecutive classes without notifying U3A Casey, my place may be offered to someone on the waiting list. I will be contacted first to determine the reason for my absence and my place will be held available if my absence is due to illness or extended holiday.
5. Every care is taken by U3A Casey to ensure the safety of participants. Some activities may expose me to risks that could lead to injury, I am responsible for my level of participation in any class or activity in which I enrol. The responsibility is on me to be aware of any medical conditions that I may have and that if I am in doubt I will consult with my Medical Practitioner.
6. I am aware that as an ordinary member I am not covered for Personal Accident insurance whilst participating in any U3A Casey class or activity.
7. U3A Casey may call a medical attendant or ambulance for me in the case of an emergency. Any expense incurred will be my responsibility.

8. U3A Casey may photograph or video classes and activities from time to time for promotional purposes. It is my responsibility to notify the photographer if I do not wish to be photographed or videoed.
9. Any data collected by U3A Casey will be in accordance with the Privacy Policy.
10. Some classes and activities may attract an additional charge to cover extra costs or outlays. Extra costs will be listed in the class description.
11. Every effort will be made to accommodate a member with special needs. Acceptance into any class will be at the discretion of the Class Tutor and Course Coordinator. A Class Tutor has the choice of who is in their class.
12. U3A Casey will communicate by email to keep me informed about classes and activities, and appropriate community news.
13. The Committee of Management may, from time to time, amend Policies which are binding on members. The amended Policies will be placed on the U3A Casey website.
14. U3A Casey is entirely a volunteer organisation.