

U3A BALLARAT INCORPORATED**Reg. No A 13304 K****TERMS & CONDITIONS OF MEMBERSHIP****Introduction and Purpose**

These Terms and Conditions outline the obligations of the members of U3A Ballarat Incorporated subsequently referred to in this document as “U3A Ballarat Inc”.

Membership of U3A Ballarat Inc. is provided under the following terms and conditions. Members will be asked to agree to these conditions when applying for or renewing their membership.

Responsibilities of Members:

1. Act in the best interests of U3A Ballarat Inc. and do nothing to bring U3A Ballarat Inc. into disrepute.
2. Abide by the Rules, Policies, the Code of Conduct and Procedures of U3A Ballarat Inc.
3. Always treat fellow members with respect and courtesy.
4. Comply with and support the decisions of the elected Committee of Management.
5. Advise any changes in your personal details yourself, by using the member Management System (Member Wizard), or by seeking help from the office.
6. Wear and display your current membership name badge, containing emergency contact details, whenever attending a course or event.
7. Register your attendance or non-attendance at each class.

Members acknowledge that:

1. To enrol in any U3A Ballarat Inc. course or activity you need to be a current financial member.
2. The annual membership fee is for a calendar year and is generally non-refundable, unless approved by the Committee of Management in accordance with the U3A Ballarat Refund Policy.
3. Membership is not transferable.
4. Enrolment in a course may not guarantee acceptance. If your enrolment can't be accepted (eg class full/course cancelled) you will be notified as soon as possible.
5. If you wish to withdraw from a class, you should notify your Tutor so that your place can be offered to a member on the class waitlist.
6. U3A Ballarat Inc. may call a medical attendant or ambulance in case of an emergency affecting a member. Any expense incurred will be the responsibility of that member.
7. Every care is taken by U3A Ballarat Inc. to ensure the safety of participants. Some activities may expose you to risks that could lead to injury or medical consequences in which case members accept personal responsibility and liability.
8. U3A Ballarat Inc. reserves all rights to film, photo and video classes and activities, and will endeavour to respect members' privacy preferences if known. If members do not wish for any photographs and/or videos to be used by U3A Ballarat Inc. they must make their requests known at the time the photo or video is taken.
9. Some classes and activities may attract an additional charge to cover extra costs or outlays.
10. Any data collected by U3A Ballarat Inc. will be in accordance with the Privacy Policy.

11. U3A Ballarat Inc. will communicate electronically to keep members informed about classes and activities, and appropriate community news.
12. U3A Ballarat Inc. may provide members with links to other websites and this in no way constitutes an endorsement of those sites or their content.
13. The Committee of Management may, from time to time, make changes to policies.

Related documents

U3A Ballarat's Rules of Association

U3A Ballarat's Code of Conduct

U3A Ballarat's Refund Policy

U3A Ballarat's Privacy Policy