

Member Fees and Charges Policy, Guidelines and Procedures

PURPOSE: To advise members of the fees, charges and refunds, if any, associated with membership.

POLICY:

1. Some aspects of this Policy are set out in the U3A Nunawading Inc. Constitution and Rules. Where this is the case, a Rule reference is quoted. All other policy, guidelines and procedures have been approved by the Committee of Management (Rule 43).

Membership Fees

2. Annual membership fees are determined by the Committee of Management (CoM) and advised to members at the AGM [Rule 12]. Prior to the AGM, membership fees are developed and approved by the CoM as part of the annual Budget process.
3. Fees are based on the calendar year, effective from 1st January to 31st December.
4. Members who join after the start of the calendar year pay a full membership fee [Rule 12(4)(a)].
5. Discount membership fees are not offered for the spouse or partner of a member.
6. Annual membership entitles a financial member to attend courses run by U3A Nunawading Inc. Additional charges may apply to some courses.
7. A separate charge may be levied by the CoM [Rule 69] where a class or activity attracts a significant investment in specialist accommodation, location or equipment.

Joining Fees

8. No joining fees are charged, although the Constitution and Rules does allow for these.

Honorary Membership

9. The CoM determines whether Honorary Membership will be applied (Rule 14).
10. In recognition of their contributions, the annual membership fee is waived for Honorary Members. They retain all membership rights and can participate in any short/year-long class

Associate Membership

11. If this class of membership is offered (Rule 15), the CoM determines the Associate Membership fee.

Social Functions and Events

12. Where an entrance or participation fee is to be charged, the prior approval of the CoM is required.
13. At the discretion of the function/event co-ordinator, volunteers who assist in organising and running functions/events may be granted a reduced entrance fee.

Refunds

14. No refunds will be payable once a member has commenced attending classes or participating in a function/event.
15. Only in exceptional circumstances (refer no. 20 below) will refunds be given.
16. An administration fee, as determined by the CoM, may be deducted from refunds. As approved at the May 2015 CoM meeting, there is currently a \$10.00 administration fee for membership refunds
17. All requests for refunds must be in writing and sent to the Course Administrator.
18. The Course Administrator is delegated to approve full refunds, and notify the Treasurer for payment, where the member:
 - (a) has a place in only one class which U3A Nunawading Inc. cancels before commencement;
 - (b) is unable or unlikely to secure a place in any class or activity; and/or
 - (c) prior to class commencement, is refused class participation or suspended by CoM.
19. The Treasurer is delegated to make full refunds where members inadvertently pay twice.
20. In “Exceptional Circumstances”, such as personal or family circumstances occurring before commencement which prevent class or activity participation, the Course Administrator will make a recommendation to the CoM for their decision.
21. In the case of 20 above, members will be advised in writing by the President of the outcome of their refund request. If applicable, a cheque or EFT payment will be provided at the same time.

AUTHORISATION:

22. This Member Fees and Charges Policy, Guidelines and Procedures was adopted by the U3A Nunawading Inc. Committee of Management meeting and minuted as such, on 21st September 2015.

23. RELATED DOCUMENTS/POLICIES/GUIDELINES/PRODECURES:

U3A Nunawading Inc. Constitution and Rules
Annual Budget Policy