

POLICY ON ENROLMENTS FOR CLASSES, WORKSHOPS, SCHOOLS AND COURSES

It is essential that all undertakings of the Guild operate under good financial management.

To be fair to your Guild and to fellow students certain matters of Policy need to be considered. The Committee will always endeavour to keep class fees as low as possible and in line with the value received by the student. This is made possible to a large extent by the willingness of Members who work voluntarily in the organisation.

Classes are advertised in The Record stating title, dates and times, Tutor, cost and the due date for full payment of fees. A due date should allow a lead time of 4 weeks prior to class, except in the case of Summer School or other special events, when a lead time of 6 weeks prior to class should be stated.

Enrolments:

Enrolments must be accompanied by either the full fee or a non-refundable deposit of \$30.00 for each day of class/workshop. Bookings can be made by mail, email, telephone or in person, with credit card payments accepted.

If a class/workshop is over subscribed before the 2nd Monday after the mailing of The Record in which the class/workshop is first advertised, then a ballot for places will take place. All applicants will be advised of the result of the ballot and unsuccessful applicants will be placed on a waiting list in case of cancellations.

If a class/workshop proves to be very popular, all efforts will be made to schedule a repeat of this class.

Where a deposit only has been paid, the balance must be paid by the "payment due by date" as advertised. Enrolments will close on that date and the place of any student who has not paid the full fee may then be taken by a student on the waiting list. We do not issue reminders about payment of fees.

Late enrolments will be accepted with full payment, provided positions are available.

Class requirements will be forwarded upon payment of full fees.

Class Cancellation and Refunds:

Where there are insufficient numbers for a class, a class may be cancelled. In the event of a class cancellation, all fees paid by student will be refunded.

Should a student withdraw from a scheduled class, before the advertised payment due by date, a refund will be given, excluding the non-refundable deposit amount.

In the event of a student cancellation after the payment due by date, no fees will be refunded, unless the student's place can be filled from the waiting list. In extenuating circumstances, a written application may be made, within one month of the cancellation, for consideration by the Guild Committee.