



LATE-ENTRY ENROLLMENT

Every participant in a U3A Port Sorell class must be a financial member and must be enrolled in the class for insurance coverage and equity purposes. When a member or prospective member wishes to enroll in a class outside of the advertised enrollment period, U3A will work to accommodate their request.

When a U3A member or prospective member seeks to enroll in a course as a 'late-entry', they can do so by following the process below.

1. Contact the Course Leader to confirm that there is space in the class. The course leader's phone contact number is listed on the term timetable (available on the U3A Port Sorell website).
2. If the person is a current U3A Port Sorell member, and the course leader has space, their name and details are simply added to the class list by the course leader.
3. If the person is not a current U3A Port Sorell member, then the course leader refers them to the U3A website for a Membership Form or to the U3A Office during office hours to handle their membership at the Office window.
4. Once the person is confirmed as a current U3A Port Sorell member, then they can then be enrolled in the course by the course leader adding their name to the course class list sheet.