



Extended Planned Absence Policy

With a rapidly growing membership and strong demand for places in popular courses, the Committee of Management has approved new policy and procedures regarding extended planned absences from enrolled courses. This policy aims to:

- Promote equitable and maximum access to popular course by Members
- Optimise use of human and financial resources regarding our education program

This policy has been developed following feedback from tutors, members, course coordinators and administrators. It applies only to fully subscribed courses that have a waiting list.

Policy Provisions and Procedures

- Tutors to monitor long term absences and raise that directly with the member
- Where a Tutor becomes aware that a member is to be absent for reasons other than illness for six (6) or more consecutive weekly classes, or for three (3) or more fortnightly classes AND that class has a waitlist, the Tutor will decide whether or not the Member will be withdrawn from the course at the commencement of the planned absence and placed at the top of the existing waiting list for that course. The Member will be formally notified of this move.
- The vacancy created will be offered to the applicant at the top of the waitlist, subject to any pre-requisite considerations.
- The Member who has been moved to the waitlist will be subsequently notified when another place becomes available in the course.
- It is expected that all Members will advise their Tutor and the U3A office in advance if planning an extended absence, to ensure a timely communication with all relevant parties.

Implementation

This Policy and its Procedures will be implemented from the beginning of the 2019 course year.

This Policy was approved by the U3A Melbourne City Committee of Management at a meeting held on 17th April 2018.

Version 1. Approved 17th April 2018