

## Class Size and Waitlist Policy (10/4/2022)

### Introduction

U3A Wonthaggi ('U3AW') sets a maximum number of enrolments for each course in consultation with each tutor and maintains waitlists for all courses and events once they fill. Waitlists are managed throughout the year so that members have a good chance of gaining a place. When a vacancy becomes available in a course or event, it is offered to the first person on the waitlist.

U3AW is committed to minimising waitlists for its courses while ensuring that class sizes are suited to the tutor's requirements, course type and the assigned venue. We recognise that extended waitlisting may cause dissatisfaction for members affected.

### Purpose

This policy documents U3AW's approach to setting maximum class sizes and managing waitlists. We aim to ensure that, where possible, the number of members on waitlists is minimised; and that a fair and reasonable approach to course admissions is operating.

### Policy

1. This policy applies to U3A's program, including courses, activities and events.

#### **Class Size**

2. In determining the maximum class size, U3AW will take into consideration:
  - a. the tutor's views;
  - b. class duration and frequency;
  - c. the capacity of the assigned venue;
  - d. optimum conditions for the proposed course and delivery style;
  - e. the potential impacts of class size on class cohesion and members' satisfaction;
  - f. any relevant health and safety issues (e.g. for activities such as Tai Chi and Yoga or where fire or health regulations apply).
3. The program manager will determine the maximum class size for each course/activity in consultation with the tutor and submit a written recommendation to the committee before enrolments commence.

#### **Waitlists**

4. For the purposes of this policy, a "waitlist" is a list of members recorded in U-MAS<sup>1</sup> after the maximum number of enrolments for a course has been reached.
5. U3AW's U-MAS manager will ensure that U-MAS is set up to add members to a waitlist whenever the number of enrolments reaches the agreed class maximum.
6. A class that does not reach the maximum number of enrolments will remain open, except by agreement with the tutor.

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<sup>1</sup> U-MAS is U3AW's member and enrolment database.

7. When a vacancy in a course opens up, waitlisted members will be offered a place in the order that the members appear on the waitlist.

## Procedures and Responsibilities

8. The program manager's liaison with a tutor to determine the recommended maximum number of enrolments for that course /activity will consider the factors listed in Clause 2.
9. The U-MAS manager will ensure that U-MAS reflects the maximum class size endorsed by the committee and any subsequently agreed change/s.

### Formal Withdrawal from a Course

10. When a member formally withdraws from a class for which there is a waitlist —
  - a. the tutor will notify the program manager promptly; and
  - b. after securing the tutor's agreement, the program manager will offer the vacancy to waitlisted members in the order they appear on the waitlist.

### Where a Member's Attendance Has Lapsed

11. Where a member's attendance suggests that they may have withdrawn from a course without explanation, the tutor is encouraged to contact the member to determine the reasons for their non-attendance and/or whether their place can be made available to a waitlisted member.
12. Any particular circumstances relevant to a member must be given full consideration before asking them to give up their place to a waitlisted member.

### Quarterly Review of Attendance Records

13. During the term breaks, the program manager will review course attendance records and waitlists—
  - a. Where a member has been absent for three or more consecutive weeks, and there is a waitlist, the program manager will contact the tutor to determine (i) whether the member's intentions are known; and (ii) whether a waitlisted member/s may be admitted to the course.
  - b. When it is agreed to admit one or more waitlisted members to an ongoing class, the program manager will contact members on the waitlist, starting with the first-listed member.
14. The committee will review this policy on an annual basis.

## Authorisation

U3AW's committee is responsible for developing, implementing, reviewing and publishing this policy.

This policy was adopted by U3AW's committee **28 April 2022**