



## Important information for all 2020 TSFS School Members

Distributed on behalf of the TSFS Committee of Management

### What is the TSFS Committee of Management?

The TSFS Committee of Management comprises of student representatives, external representatives and members of the Uniting Church in the City's Church Council. These people share their knowledge and expertise to promote best practice and to support the School in governance matters. The Committee of Management reports to Church Council on any decisions made on behalf of the School community.

### Membership Fees for 2020

As promised, the Membership Fee for 2020 has remained the same as last year at \$80 per term.

#### Membership Fee

**\$80**  
per term

Membership fee allows enrolment in three (3) classes per student each term.  
Enrolments for more than 3 classes will incur a \$20 surcharge per additional class each term.  
Enrolment is limited to 2 art classes per student each term.

#### How much of the School's operating costs do Membership Fees cover?

The Uniting Church in the City (UCIC) provides the financial and administrative support for the School. Income from student fees is significantly less than the cost of running Trinity School for Seniors (TSFS) and therefore UCIC funds the shortfall incurred each year. The running cost of the School in the 2018-19 financial year resulted in a shortfall of **\$177,043** funded by the UCIC. This figure does not include the foregone rental income as the UCIC gifts TSFS the use of all our classroom spaces free of charge, as well as the utility bills and property maintenance for these classrooms.

### Changes to 2020 School Year

The 2020 School year dates are provided in the table below, including the duration (number of weeks). If you look closely, you may have spotted one small change compared to previous years... Term 2 is running for 8 weeks (only 7 weeks in previous years) and Term 3 is running for 7 weeks (usually 8 weeks in previous years). No, this is not a mistake! It is a necessary change in 2020 with the way the dates fall to make sure the breaks between terms are evenly spaced throughout the year and to ensure we don't have term classes running during the children's public school holidays (as we know many of our members have increased grandparent commitments during this time).

Summer School	7—23 January	3 weeks
Term One	10 February — 3 April	8 weeks
Term Two	27 April — 19 June	8 weeks
Winter School	7—23 July	3 weeks
Term Three	3 August — 18 September	7 weeks
Term Four	12 October — 27 November	7 weeks

This is a necessary change for the 2020 and 2021 school years based on the way the dates fall for these years, in order to keep the flow of our school year that has worked so well in previous years. The overall number of teaching weeks at TSFS remains the same — a total of 36 weeks.

# A Quick Refresher of TSFS Enrolment Policies

## Additional fees for more than three (3) classes

The membership fee allows enrolment in up to 3 courses per term. Any additional courses will incur an increased surcharge of \$20 per additional class each term. Students can enrol in as many classes as they like, subject to availability in the classes selected. For most students, 3 courses per week is fulfilling the need for *Companionship through Learning* and for those that need extra classes, they're paying for what they use.

## Art Courses — Limit of 2 art courses per term

Each student is limited to enrol in a maximum of two (2) art classes each term. Art classes limited by this policy are indicated by ★ after the course name on the 2020 Membership Enrolment Form. We have carefully looked at the number of students who are currently participating in our art program each year. If each art student enrolls in two art courses each term, this means we will have just enough art places over the five-day week to offer every current art student a place in our art program. We are asking students to embrace quality time over quantity which means every school member has an opportunity to participate in the incredible art program here at TSFS.

## Enrol once per year — plan your classes for Term 1, 2, 3 & 4

The School will continue to offer a term by term program, except students will only need to enrol once per year. This gives students peace of mind that they have secured their place in their preferred courses for any combination of the four terms, as well as the convenience of handling the enrolment paperwork only once per year. See the example below to see how this will look on your enrolment form.

- If you're here all year, tick all 4 term columns.
- Or perhaps you will have some time away from TSFS (for example, due to travel, medical procedures or grandparent commitments) — then tick only the term columns you will be here for.

*Example — how to tick your enrolment form*

	Term 1	Term 2	Term 3	Term 4
Mandarin Beginners	✓	✓	✓	✓
Sing Along	✓	✓		
Friday Handcraft Group		✓	✓	✓

## Can I make changes to my enrolled classes throughout the year?

Yes, students are welcome to make changes to their timetable throughout the year by contacting Reception, subject to class availability. We will keep an active waiting list throughout the year to continue offering places to the next student when vacancies arise. Amendments will be permitted once all enrolments have been processed by Admin staff, which is usually two weeks after the commencement of the enrolment period (mid-December 2019). We ask students to request changes after they have received their timetable/receipt confirmation from the office.

## Option to Pay Term by Term

We understand that although it's great to secure your classes for the year, it may not be financially possible to pay all at once. For this reason, students will have the option to pay for all of their classes upfront at the beginning of the year, or they can elect to pay term by term. Paying term by term means you only need to pay for your first term of classes now and then later for Terms 2, 3 and 4 you will need to contact Reception to pay for these terms just before each term commences.

## Managing the Waiting List — Absentee Policy

As students are enrolling for a longer period in advance, we expect there will be amendments to class lists throughout the year as students withdraw or change classes. We will keep an active waiting list for all fully booked courses throughout the year, so we may offer a place to the next student if a vacancy arises. We will frequently monitor class attendance lists and communicate with your tutors to place additional students into classes where space permits throughout the year, in order to place as many students from the waiting list as possible.

### Absentee Policy

If a student is absent from a fully booked class for 3 consecutive weeks or more without explanation, their place in the class will be offered to the next student on the waiting list. To prevent losing your place in a class, please notify your tutor or Reception regarding absences/extended holiday arrangements in advance. Any late notice absences can be communicated to Reception by telephone or email. If you have not been attending classes for genuine extenuating circumstances, upon return to TSFS, Admin staff will do their best to accommodate you back in your usual classes.

# Frequently Asked Questions

## How do I submit my enrolment form?

### Drop Box



Reception, Level 1 Trinity Arcade  
72 St Georges Terrace, Perth WA 6000

*Place completed enrolment form  
(with payment securely attached)  
in Drop Box located in Reception.*

### Email to:



[Reception@tsfs.org.au](mailto:Reception@tsfs.org.au)

### Mail to:



Trinity School for Seniors  
PO Box X2222, Perth WA 6847

If you are travelling during our enrolment period and none of the above options are suitable, you can also submit your enrolment via our website: [www.perthunitingchurch.org.au/enrolments](http://www.perthunitingchurch.org.au/enrolments). If using this method, we recommend to fill in form from a laptop or computer. This webpage layout is not mobile phone/tablet friendly.

## I've submitted my enrolment form, when will I receive my timetable for 2020?

Admin staff will commence processing enrolments from Monday 25 November 2019. Due to the large quantity of enrolments received during this period, it may take up to 3-4 weeks before you receive your timetable/receipt via email or post. If you have not received your timetable/receipt confirming your enrolment for 2020 by Friday 13 December 2019, please contact Reception.

## Are enrolments processed on a 'first come, first served' basis?

No. To ensure fairness to all students, all enrolment forms received during the first week are collectively held together and then selected at random when admin staff begin processing (seven days after the release of the program). Enrolment forms received after the first week will not be processed until after all of week one's enrolment forms have been completed to ensure fairness to those who have submitted their forms promptly.

## Do I enrol for 1 term only, or can I enrol for the whole year?

You have the option of enrolling in your chosen classes for the entire year, or on a term by term basis. If you look carefully at your enrolment form, you will see four columns running down beside the list of classes. Each of these columns is titled with a Term number. Identify the class that you would like to enrol in, and place a tick in the column for EACH TERM that you would like to enrol in this class in. You do not have to pay the full year of fees at once, simply know that we will enrol you for the full year to give you continuity in your choice of classes.

## When can I make changes to my timetable?

Amendments will be permitted once all enrolments have been processed by Admin staff, which we expect will be 3 to 4 weeks after commencement of the enrolment period. We hope to have all enrolments processed and returned to students by Friday 13 December 2019. We ask students not to request changes until after this time.

# Frequently Asked Questions

## What are my Payment Options?

You have the choice of paying your membership fees on a term by term basis, or paying the entire year (four terms) upfront. Please remember to place a tick in the payment option you wish to make on your enrolment form. Fees are payable by cash, cheque, EFTPOS, debit/credit card.

## How do I pay my Term 2, 3 and 4 fees before the start of each term?

Over the Phone	In Person	By Mail
Telephone Reception on <b>9483 1333</b> to process your debit/credit card payment over the phone.	Trinity School for Seniors <b>Reception</b> Level 1 Trinity Arcade 72 St Georges Terrace, Perth	All cheques must be payable to <b>Uniting Church in the City</b> Mail cheque to <b>PO Box X2222 PERTH WA 6847</b>

## If I pay for the full year upfront, can I still get a refund if I change my mind?

Yes refunds are available up until the first day of each term. If you are part way through the year and decide to withdraw from classes, a refund will be available for only the terms that have not commenced and a \$5 processing fee will be deducted from the refundable amount.

No refunds will be given due to non-attendance after the commencement of each term.

## Getting Help

### Do you have questions? Need help filling out your enrolment form?

Admin staff can help with any enquiries Monday to Friday 9am—3pm by telephoning 9483 1333,  
email to [Reception@tsfs.org.au](mailto:Reception@tsfs.org.au) or in person at Reception.