

Notes for Course participants – U3A Etiquette

- Please arrive punctually (we suggest at least 5 minutes early).
- Wear your U3A badge – this helps everyone remember your name.
- Turn off your mobile phone before the class or activity starts.
- If you are unable to attend a session or complete a course, please notify your Course Leader as soon as possible as other members may be on a Waiting List. You can easily do this online by logging in to your Member record through the U3A Sapphire Coast home page and clicking on the “Apologise” button
- It is strongly recommended that you make any phone calls to Course Leaders before 7pm, or use email.
- Before you commence a session, please sign the Attendance Record (if required) and pay any associated costs.
- Please do not expect credit to be offered for class fees – you should pay as you go. Correct change is always appreciated.
- Course Leaders are not paid to present courses and so these fees are needed to cover room hire, morning/afternoon tea, material costs etc.
- Members are asked to assist in setting up beforehand and leaving the venue clean and tidy afterwards, with any crockery washed up and put away, chairs stacked and tables and equipment stored.
- Please note that the only insurance U3A holds is for Public Liability. Presenters and participants need to have their own insurance to cover any injuries sustained at any U3A class or activity.