



(Connecting Seniors to Lifelong Learning)  
Established 1988 – Founder Olive McKee  
Incorporated No 6263 (Qld) ABN 81 561 892 188

# PROCEDURES HANDBOOK

**TERM 3, 2026**

**Monday 13 July – Friday 18 September, 2026**

**TERM 3 WILL RUN FOR A PERIOD OF 10 WEEKS**

**Ground Floor, City of Moreton Bay Admin Building  
1 Irene Street, Redcliffe, QLD 4020**

**Postal Address: PO Box 2367 Redcliffe North, Qld 4020**

**Campus Office Phone: (07) 3284 2687**

**Email: [u3a@u3aredcliffe.org.au](mailto:u3a@u3aredcliffe.org.au)**

**Web: [www.u3aredcliffe.org.au](http://www.u3aredcliffe.org.au)**

**The campus is open during school terms:  
8:30 am – 4:00 pm, Monday to Friday, excluding public holidays.**

**The campus is open during term breaks for course selection and prepayments.  
See page 8 for dates and times.**

**Course Coordination Team phone: 0436 845 462  
Course Coordination Team Email: [coursesandtutors@u3aredcliffe.org.au](mailto:coursesandtutors@u3aredcliffe.org.au)**

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## Term 3 Dates

‘FA’ and ‘FB’ represent fortnightly courses.  
THE TERM ALWAYS COMMENCES IN A ‘FA’ WEEK.

JULY						
	Mon	Tues	Wed	Thurs	Fri	Week
<b>FA</b>	13	14	15	16	17	<b>1</b>
<b>FB</b>	20	21	22	23	24	<b>2</b>
<b>FA</b>	27	28	29	30	31	<b>3</b>
AUGUST						
<b>FB</b>	03	04	05	06	07	<b>4</b>
<b>FA</b>	Show Holiday	11	12	13	14	<b>5</b>
<b>FB</b>	17	18	19	20	21	<b>6</b>
<b>FA</b>	24	25	26	27	28	<b>7</b>
<b>FB</b>	31					<b>8</b>
SEPTEMBER						
<b>FB</b>		01	02	03	04	<b>8</b>
<b>FA</b>	07	08	09	10	11	<b>9</b>
<b>FB</b>	14	15	16	17	18	<b>10</b>

## Term 4 Dates 2026

- Term 4: Tuesday 6 October – Friday 11 December (10 weeks)

**U3A Redcliffe Inc. is run by volunteers and is an  
apolitical and a non-denominational organisation.**

**U3A Redcliffe Inc. holds \$20,000,000 Public Liability Insurance**

Procedures Handbook Editor: Russell Hopkins

# U3A Redcliffe Inc. Disclaimer

All members, please be aware that U3A Redcliffe courses and activities are intended to supply general information only to class members.

Tutors are unpaid volunteers and can only inform on subjects from their own personal interest, background and/or research. They do not provide professional advice.

In the case of courses involving physical activity, members should ensure that they are physically able to participate. Sometimes a prior discussion with their medical advisor is desirable.

In the case of courses involving investments, general interest, health and well-being, class members should be aware that U3A Redcliffe is not legally liable if members act on what they think is advice from the tutor.

## Protocols & Procedures for Attending Campus & Classes

- Members should be aware of our Code of Conduct and treat all of our members and volunteers with respect and consideration. (More information on Code of Conduct can be obtained from the U3A Redcliffe website.)
- **Members are reminded that it is a condition of your membership that your current U3A Redcliffe financial membership badge must be worn at all times when attending the campus or off-site classes.**
- If you are feeling unwell, please do not come onto campus.
- Hand sanitiser is available at the entrance and throughout the campus for members to use.
- When finished with your cup, please rinse and place it in the dishwasher. Do not wash any crockery or cutlery by hand and return to the drawers. The dishwashers are used for washing crockery and utensils to ensure proper sanitisation.
- For safety reasons, hot drinks and cups/mugs are **not** permitted in classrooms. Bottled water and water in paper cups only are to be taken into classrooms.
- Please be aware of your fire exit and assembly point from your classroom when you are on campus.

# U3A Management Committee

President	Di Pelin	0418 758 494
Vice President	Pamela Sealy	0414 741 547
Treasurer	Ruth Northcott	0438 395 043
Secretary	Steve Wilson	0417 427 285
Course Coordination Team Representative	Petra Lyons OR Russell Hopkins	0436 845 462

## Committee

Elle Frawley	0472 777 915	Ray Chapman	0491 127 656
Jean Calvert	0411 715 031	Barb Cooper	0438 629 757
June Greenwood	0432 878 506	Greg McGrath	0417 783 406

## Course Coordination Team

Petra Lyons, Teresa Dugic, Cheryl Verdon, Steve McGahey, Russell Hopkins

Course Coordination Team :

- Phone : 0436 845 462
- Email address [coursesandtutors@u3aredcliffe.org.au](mailto:coursesandtutors@u3aredcliffe.org.au)

## U3A Redcliffe Membership & Class Fees

- The current annual membership fee is \$25.00 per year.
- If joining in Terms 2, 3 and 4, a pro-rata membership fee applies.
- Reciprocal membership fee is \$15.00 and is offered to members of another U3A, but current receipt or badge must be provided at time of paying U3A Redcliffe fees.
- Eligibility for membership: Membership of U3A Redcliffe Inc. is offered to people who are in their 'third age' (which is the time of active retirement or semi-retirement and of usually having reached fifty years of age).
- After completion of membership application and payment of fees, the application is submitted to the Committee for its acceptance at the first meeting after the form has been completed.
- To maintain financial membership, membership fees must be paid on or before 31 December each year.
- Only financial members may enrol or be pre-enrolled in a course.
- At time of joining, each new member receives a copy of this Procedures Handbook.
- On-campus course fees for each class attended will be \$2.00.

- Off-campus course fees are:
  - ✓ **\$2.00 course:** Sunrise & Sunset Walking Groups;
  - ✓ **\$4.00 courses:** Circle Dancing, Chair Yoga 2, Floor Yoga 2, Qi Gong, Tai Chi 2, Yoga Beginners.

### MEMBERSHIP BADGES

It is a condition of membership that members must wear a current, financial, membership badge at all times when attending U3A Redcliffe campus and off-site classes.

### PAYMENT OF CLASS FEES: VOUCHERS AND PREPAYMENT ONLY

Cash will not be accepted at the sign-on desks.

Class fees can be paid for each class by voucher. These can be purchased from the office, and are available in bundles of five for \$10.00 (card payment is preferred).

Members will also have the option to pay class fees for a term in advance instead of paying each time they attend a class. To encourage members to take up this option, class fees will be discounted by 25%, if paid in advance.

- 10 weekly \$2.00 fees will be charged \$15.00 (instead of \$20.00);
- 5 fortnightly \$2.00 fees will be charged \$7.50 (instead of \$10.00);
- 10 weekly \$4.00 fees will be charged \$30.00 (instead of \$40.00);
- 5 fortnightly \$4.00 fees will be charged \$15.00 (instead of \$20.00).

**NB: The prepayment discount will be a 25% discount of the full-term payments. Any public holidays during the term will NOT result in a further discount.**

This discounted rate will not be refundable if a member does not attend a class or classes during the term, UNLESS there are exceptional medical reasons, such as a hospital stay.

### PROCEDURE FOR PREPAYMENTS

1. If members are pre-enrolled (rolled over by the tutor) in a class and wish to take up the option to pre-pay for the entire term at the discounted price, payment will be required before term commences. To do this, members must have renewed their membership for the 2026 calendar year. These students will receive an emailed notice by **Friday 26 June, 2026** with the option to prepay course fees for the term. Once the option to pre-pay is selected, payment is required by credit card, and a receipt will be emailed to you. **Please wait for this confirmation email** as clicking on the link twice will create a duplicate invoice. This offer is only available until **Friday 10 July, 2026**.
2. For members not wishing to pay online, the campus office will be open for prepayments prior to the commencement of Term 3 on the dates and times set out below:
  - **Tuesday 30 June and Wednesday 1 July, 2026 from 9:00 am to 1:00 pm.**

# Class Rooms & Venues

- ✓ U3A Campus class rooms:
  - Room 1 (R1);
  - Room 2 (R2);
  - Room 4 (R4);
  - Room 5 (R5);
  - Room 6 (R6);
  - Margaret Ball Room, North (MBR Nth);
  - Margaret Ball Room, South (MBR Sth)
- ✓ CCMR: Computer Club Meeting Room.
- ✓ CWA Hall.

## Course Enrolments

Please note:

- Some courses **require** members to contact the tutor prior to enrolling and wait list. This is specified in the course description.
- Members may contact a tutor for further information about a course, but tutors **CANNOT** enrol students. The student must enrol on line or on campus.

There are two ways to enrol:

### 1. Pre-enrolments

This applies to members who are continuing in a course from the previous term, and their tutor is aware they are continuing. As they are already registered on the course list, they must **NOT** re-enrol.

### 2. New Enrolments

This is for members wishing to enrol in a course in which they did not participate in Term 2, 2026.

Enrolment can be done online by:

- members themselves from 2:00 pm on **Monday 29 June 2026**, or
- coming to campus at the times listed below.

**Online enrolment** is done through the website: <https://www.u3aredcliffe.org.au>

Click on 'Courses', select the course, then follow the instructions.

Detailed guidelines are available on the U3A website and in hard copy on campus.

**Class full.** If a course has reached the maximum number, members will be asked if they wish to be placed on a waiting list, which is sent to the tutor.

**Contacting the Course Coordination Team to enquire about/delete enrolments.** Please ring **0436 845 462** (Monday to Thursday). Please leave a message if there is no answer.

**Campus open.** Those members who cannot enrol in classes **online** may do so at the campus on the following dates:

- Tuesday 30 June and Wednesday 1 July, 2026 from 9:00 am to 1:00 PM

**Yoga classes.** As there are large waiting lists for all yoga classes, members will be restricted to attending only one type of yoga class each term. This will ensure fairness for all members.

## Absence from Classes

### Short-term absences:

If a member is absent from class for one week, there is no need to inform the campus office.

### Long-term absences:

If you are aware of a long-term absence for a holiday, family matter and for medical reasons, please inform the Course Coordination Team by one of the following methods:-

- ✓ Logging on to your **Member Portal** on the U3A website: If you are going to be absent from your class(es) for one or more occasions you can let your tutor and the office know by logging on to the Member Portal.
  - ✓ Go to **My classes**.
  - ✓ Click on the class for which you want to advise absence.
  - ✓ On the left-hand side of the screen, click on **Advise Absence**.  
You will then see a drop-down menu with the dates of each week or fortnight class.
  - ✓ Click against the week(s) date(s) you will be away; then click **Save**.  
Our database will then send a notification to the tutor and the office.
  - ✓ If you are going to be away for several classes, just tick each date for which you are away and then click **Save**.
  - ✓ **Long-term absences for term 3 must be added to the Member Portal by Friday 10 July. After that date, any long-term absences for term 3 must be advised using one of the following methods.**
- Telling the volunteers at the sign-on desk. They will note your absence details into our “black folder”.

OR

- Sending an email to [coursesandtutors@u3aredcliffe.org.au](mailto:coursesandtutors@u3aredcliffe.org.au)

OR

- Calling the Course Coordination Team directly on 0436 845 462. Please leave a message if your call is not answered.

**Absences of three consecutive weeks without notification to the Course Coordination Team means you may be removed from the course. This includes members who have prepaid for a class. There will be no refunds.**

# Social Events

U3A Redcliffe social event details, including

- Bus trips
- Luncheons
- Theatre outings

are listed on the notice board outside of the Margaret Ball Rooms.

Events are also publicised in the fortnightly Campus Communiqué.

## U3A Redcliffe Libraries

U3A Redcliffe has three libraries:-

1. Community Library;
2. Language Library;
3. Dewey Catalogue Library.

### 1. Community Library

Situated in the exit corridor, books are donated to the Community Library; mainly fiction and some non-fiction.

This is a borrow and return library. Books by popular authors and books in very good condition will be stamped "*Please return to U3A Redcliffe Library*". This will help to keep the very good donated books circulating through the membership. **Please only borrow two books at a time** and return them before borrowing another two. Donated and returned books are to be placed into the box beside the shelving.

This is a very popular library, so thanks to all who use it and look after it.

### 2. Language Library

This library is situated in the corridor adjacent to the main library. This library supports languages that are taught at U3A, plus others that are not. Books are borrowed and returned directly to the shelves. No card or front office is involved. All members are welcome to use this library.

### 3. Dewey Catalogue Library

This library is the main library at U3A Redcliffe. Resources have been catalogued using the Dewey system. The library is open from 8:30 am until 4:00 pm every week day for borrowing and browsing. Resources here have been donated by members and they support classes and personal development.

### 4. Borrowing System for Dewey Catalogue Library

Please write your name, membership number and date borrowed on the borrowing card held within the book. The card is taken to the front office, where volunteers will assist in completing the borrowing card, which is then left at the office. Returned books are to be left at the office.

## 5. Book Donations for the Dewey Catalogue Library

Donated books are accepted by the Librarian through consultation. Books accepted will be those that:

- (a) Support present classes;
- (b) Are up-to-date and in good condition;
- (c) Fill a gap in the Dewey system used in the library.

Please leave a message for me through the front office if you wish to make a donation, and I shall contact you.

## 6. Display books

U3A Redcliffe has two non-fiction display areas. These display shelves are changed fortnightly. The aim of these displays is to showcase our excellent resources from the Dewey Catalogue Library. These books can be borrowed in the same manner as for the Dewey Catalogue Library ie filling in the borrowing card and leaving it at the front office.

Sharyn Reggars, Librarian

## Jigsaw Puzzle Community Library

Between the entry doors of the two Margaret Ball classrooms, you will find our Jigsaw Puzzle Community Library. It works on the basis of “bring one, take one”.

Please do not bring in lots of jigsaws from home, as we do not have the room for storage.

# NOTES

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