



## Important information for all 2021 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 2021

The Membership Fee for 2021 has remained the same as the last two years 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.

## Recommencing TSFS Classes in 2021

The School's activities will be resuming in two phases. There will be some changes to our program of activities including amended class start and finish times in order to facilitate cleaning of the premises twice per day.

### **Phase One:** Term One 2021 (to be held Monday 8 February – Thursday 1 April)

The following classrooms will recommence for Term One activities:

- Trinity Main Hall (art hall)
- Queen's Lecture Room
- Queen's Board Room
- Queen's Main Hall

The following classrooms will not be in use during Term One:

- Betty Creagh Lounge, Trinity Building
- Trinity Church
- Queen's Meeting Room

### **Phase Two:** Term Two 2021 (to be held Tuesday 27 April – Friday 18 June)

All classrooms will recommence activities for Term Two.

## 2021 School Dates

|               |                          |         |
|---------------|--------------------------|---------|
| Summer School | 12-21 January            | 2 weeks |
| Term One      | 8 February — 1 April     | 8 weeks |
| Term Two      | 27 April — 18 June       | 8 weeks |
| Winter School | 6—22 July                | 3 weeks |
| Term Three    | 2 August — 17 September  | 7 weeks |
| Term Four     | 11 October — 26 November | 7 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.

## 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 Term One 2021 Membership Enrolment Form.

## Managing the Waiting List — Absentee Policy

TSFS will frequently monitor class attendance lists and communicate with your tutors to place additional students into classes where space permits throughout each term, 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.

## 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  
in Drop Box located in Reception.*

#### Email to:



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

Alternatively, submit your enrolment via our website: [www.perthunitingchurch.org.au/enrolments](http://www.perthunitingchurch.org.au/enrolments).

### I've submitted my enrolment form, when will I receive my timetable for Term One 2021?

Admin staff will commence processing enrolments from Monday 11 January 2021. 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 2021 by Tuesday 2 February 2021, 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 (Monday 4 January - Friday 8 January) 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.

### How do I pay my term fees?

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

### Can I get a refund if I change my mind?

Yes refunds are available up until the first day of each term. 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.