

TRINITY SCHOOL FOR SENIORS

Term Two Enrolments



Term Dates:

3 May – 18 June 2021

Enrolment Week:

Monday 22 March – Friday 26 March

Please take a few minutes to read through the following important information and frequently asked questions to familiarise yourself with how Term Two enrolments will be processed.

How will I receive the Enrolment Form to see what classes are available?

Course Information and Enrolment Forms will be released on Monday 22 March and sent to all students who currently have an email address registered with us. Students without email can obtain a Course Information Brochure and Enrolment Form by dropping into our TSFS Reception office or the Trinity and Queen's Main Hall to collect a printed copy from Monday 22 March.

Submitting your Enrolment Form:

- **In Person**

Please ensure that you complete your form clearly and carefully, ticking all classes that you wish to attend. Completed enrolment forms can be submitted in person via the Drop Box which will be located in the TSFS Reception office, (Level 1 Trinity Arcade). Our office will be open between 9am-3pm Monday to Friday. *Please note, on entering the Reception office, you will be required to scan the SafeWA QR code, or complete the manual contact register which will be located on the reception desk next to the Drop Box.*

- **Online Enrolments**

If you are unable to make it in during enrolment week, online enrolments can be submitted via: www.perthunitingchurch.org.au/enrolments. On this webpage you can fill in your personal details and then scroll down to tick your preferred classes. There is no option to pay your fees on this webpage. You can finalise your payment at a later date, once we have confirmed your timetable. Please take extra care to select the correct box for the class/es you would like to do when selecting your courses online.

- **Emailing in your Enrolment Form**

Should you wish to peruse course information at home before making your selection, you are welcome to scan/photograph your completed form and email to reception@tsfs.org.au. Please ensure you include all relevant pages.

- **Australia Post**

We **do not** recommend posting in your enrolment form as AusPost has been experiencing delays in delivering mail and as such, you may miss the first round of processing if you choose to send your form in via post. If you choose this option, mail to PO Box X2222, Perth WA 6847.

Will the classes I have enrolled for in Term One automatically carry over into Term Two?

No – your classes will not automatically carry over. To safeguard against potential disruption to our timetable this year (due to COVID-19), enrolments are being processed on a term-by-term basis. This means the classes that you have been enrolled in for Term One DO NOT automatically roll over to Term Two.

ALL STUDENTS MUST RESUBMIT A NEW ENROLMENT FORM IF THEY WISH TO ENROL IN OUR TERM TWO PROGRAM. Please be aware that no places are pre-reserved, and enrolments will be processed as per our normal enrolment policy whereby random processing occurs for all existing students who have submitted their enrolment form between Monday 22 March – Friday 26 March.

How will enrolments be processed?

All enrolment forms received week commencing Monday 22 March will go into one big pile and will be processed at random. This means if you submit an enrolment form at any time between 22 March – 26 March, you will be processed in the first round which is exclusive to our existing members. This alleviates the need to rush in on day one of enrolment week, ensuring you can submit your enrolment form at your leisure any day of this week. New students to TSFS are invited to submit their enrolment forms week commencing 29 March and will be processed once the first batch of existing member enrolments have been processed.

Will demand for classes be as high in Term Two as it was in Term One?

Yes. Due to the social distancing impacts COVID-19 has had on the return to our 'in person' program at TSFS, we have not yet been able to resume our full range of classes. This, together with the limitation of student numbers in classrooms means that we again expect much higher demand for classes than we have places to offer. Unfortunately, this will result in many classes filling up part way through our first week of processing. This means that even if you have submitted your enrolment form within the first week, you may not gain a place in your selected class, in which case you will be waitlisted. We appreciate the frustration that this causes but do kindly request your continued understanding and support as we work towards our eventual return to our full program.

How long will it take to receive my Timetable confirmation?

TSFS Administration staff will commence processing enrolments on Monday 29 March. Due to the high number of enrolments we expect to receive, coupled with the Easter and ANZAC day public holidays in April, we envision the enrolment process will take several weeks to complete. We ask that you remain patient during this time, and rest assured that your timetable will be emailed to you as soon as it has been processed. Students without email addresses will have their timetables mailed out via Australia Post. In the event that your selected class is fully booked, you will be placed on a waiting list and notified accordingly should a vacancy arise during the term. We aim to have all enrolments processed no later than Friday 23 April, if you have not received your timetable by this date then please contact Reception.

How to pay your Term Two Enrolment:

- **Cash Payments**

PLEASE DO NOT INCLUDE CASH PAYMENT when submitting your completed enrolment form. If you wish to pay by cash, please do so AFTER you have received your confirmation timetable. Our office will be open during the school holiday break every day (excluding public holidays) between 9:00am-12:00pm. Making payment during the school holiday period will ensure you save yourself valuable time as our reception office can be very busy during the first week back of term.

- **Credit Card Payments**

If you wish to pay by Credit Card, please include your payment details on the enrolment form. Whilst we understand that many of you have noted these details on prior enrolment forms, time constraints when processing mean that we do not readily have access to this previously archived information. *IMPORTANT: Please be aware that whilst you note your payment details on the enrolment form, you will receive your timetable confirmation showing payment has not yet been processed. This is no cause for alarm as our aim is to process all enrolments first, and once completed, we will then process payment and email your receipt.*

When are Term Two payments due?

The final due date for payment of Term Two Membership is Friday 7 May 2021.

Submitted your timetable and wish to make a change?

Due to the large volume of enrolment forms being processed, we ask that should you wish to make an amendment to your selected classes, that you contact us AFTER you have received your initial timetable.

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. Should you wish to withdraw from a class, in fairness to other students, please contact us at your earliest convenience so that we may offer placement to students who may be waitlisted.

Will cleaning schedules apply during Term Two classes?

Yes, until further notice, TSFS will continue to follow a strict cleaning and sanitising regime twice daily during our program of classes. We appreciate in advance your adherence to the timetable, ensuring you enter and exit your classes at the correct time. This ensures that TSFS can continue to operate its in person program of classes whilst maintaining a safe environment for all to enjoy.

Will the COVID-19 Mandatory Contact Register apply for Term Two?

As per current Government guidelines, TSFS school members must continue to scan the SafeWA QR or complete the manual Contact Register whenever presented with this option (on entering the TSFS/UCIC Reception offices). During Term Two, our Tutors will continue to complete their daily attendance record which doubles as a manual contact register. This alleviates the need to scan in

prior to entering individual classroom spaces. Contact information will be securely retained for 28 days before being destroyed. The information will not be used by the Trinity School for Seniors for any other purposes.

You can download the SafeWA App at:

<https://safewa.health.wa.gov.au> or visit www.wa.gov.au/safewa for more details.

These rules have been introduced by the Western Australian State Government and there are heavy penalties for those that fail to comply, including 12 months' jail and fines of up to \$50,000 for individuals, and \$250,000 for a body corporate/ businesses.

Your co-operation, assistance and patience will be appreciated as we implement these new measures in order to maintain a safe environment.



Trinity School For Seniors
Companionship through Learning

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