



# FACT SHEET

Important information for all 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 UCIC 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.

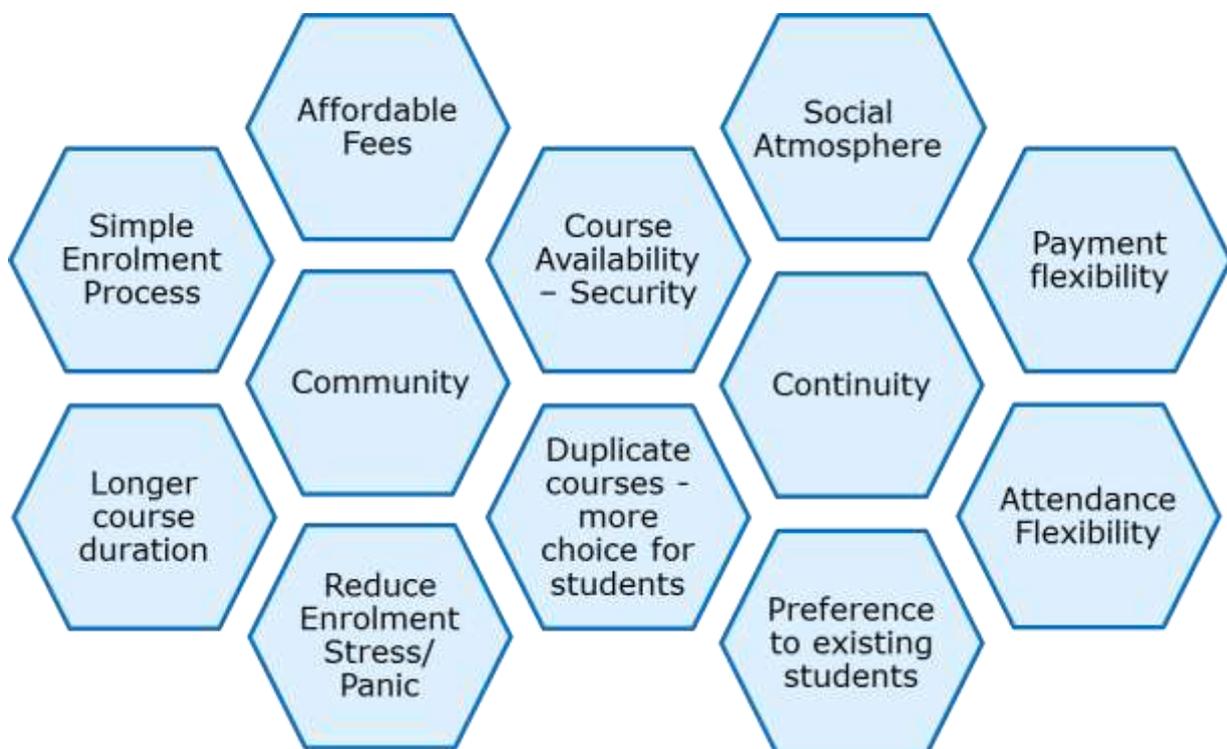
## Improving TSFS for the 2017 School Year—The Process Explained

Trinity School for Seniors (TSFS) is an outreach mission of the Uniting Church in the City (UCIC), committed to helping older adults to participate in lifelong learning and to have friendship and companionship on this journey. Our mission at Trinity School for Seniors is to provide *Companionship Through Learning* and we achieve this by offering lifelong learning opportunities that facilitate social connection and community engagement.

We are constantly looking at ways to improve the service we provide to our students, therefore throughout 2016 the TSFS Committee of Management, Program Manager, Tutors and Student Forum Executive have been collaborating to discuss the following:

- What are the big issues experienced by our students and tutors?
- How can we best improve our system to minimise these issues for the majority of participants?
- How can we ensure the longevity of the School?

Below is a summary of the key ideas that resonated throughout this process about what students and tutors want to see at TSFS. We are striving to achieve as many of these items through the changes to be implemented in 2017.



# CHANGES for 2017

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## Membership Fee

**\$70**

**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.

These fees are fixed for the 2017 and 2018 school year.

**What we are offering in 2017 to improve our service to our students now and into the future...**

## Membership Fee — \$70 per term

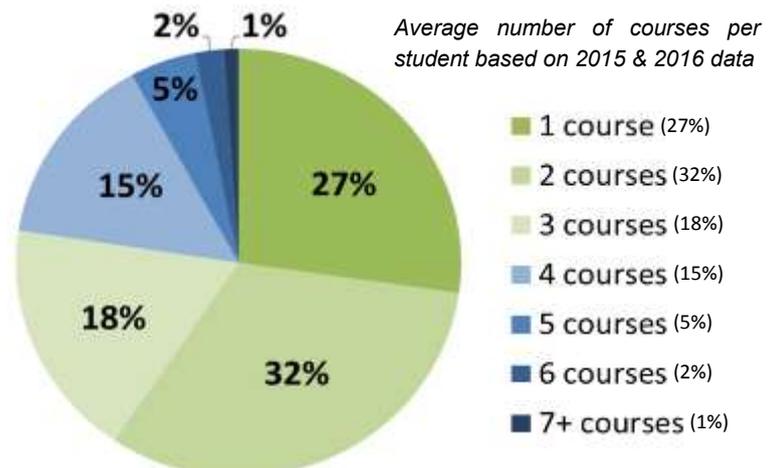
As reported to the School Community in last year's fact sheet, the Uniting Church in the City (UCIC) provides the financial and administrative support for the School. Income from student fees is significantly less than the cost of running Trinity School for Seniors (TSFS) and therefore UCIC funds for the shortfall incurred each year. The running cost of the School in the 2015-16 financial year resulted in a shortfall of **\$152,318** funded by the UCIC.

In an effort to reduce the expense incurred by UCIC each year, the TSFS Committee of Management has made a slight increase to the membership fee for 2017. Students can be assured this price has been locked in for both the 2017 and 2018 School Years to allow students to budget for their participation at TSFS over the next two years.

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

An ongoing concern at TSFS has been the number of people placed on the waiting list each term for popular courses, particularly those that we cannot place in any course at all (which means they are isolated from our community until a vacancy arises). Thorough investigation of student enrolments has assisted in recognising a correlation between the number of courses students enrol in and their average attendance rates. What we noticed is that the more courses a student is enrolled in, the more likely they will not participate fully in every course in which they are enrolled. Or as often heard around the School... "Isn't this class fully booked, why is the classroom half empty? Where is everyone?". To manage this concern, the membership fee has been limited to allowing enrolment in 3 courses per term. Any additional courses will incur an increased surcharge of \$20 per additional class each term.

It is important to note that 77% of students enrol in 3 or fewer classes per term, as indicated in green in the graph to the right. Therefore it is a minority of students that will be affected by this change. It is intended to encourage students that do more than 3 courses, to carefully consider how many courses per week they can manage to attend regularly. 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

The number of existing students participating in the art program at TSFS exceeds the number of places available per term. The majority of students placed on the waiting list each term are ongoing art students that have not been placed in one or more of their preferred art classes. Utilising the limited physical space, we have maximised the scheduling of classes in the art hall over the five-day week which means more art courses on offer in 2017 than ever before!

To further minimise these course waiting lists, we have also carefully looked at the number of students who are currently participating in our art program each year. If each art student enrolls in 2 art courses each term, this means we will have just enough art places over the five-day week to make sure that every current art student can be offered a place in our art program. This is why in 2017, each student will be limited to enrolling in a maximum of 2 art courses per term. 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.

Each student is limited to enrol in a maximum of 2 of the following art classes each term:

Art 1R, Art 2R	Drawing with Rod	Portrait Painting (1J & 2J)
Art 1C, Art 2C	Oil & Acrylic with Ruth	Printmaking
Art with Jeanne (1 & 2)	Oriental Brush Painting	Soft Pastels
Collagraph & Printmaking	Painting for Beginners	Soft Pastels Beginners
Drawing 1C	Painting Projects (1J & 2J)	Watercolour, Pen & Wash
Drawing 1R	Porcelain Art	Watercolour with Jeanne

## 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. Admin staff are happy to assist students with filling in this new look enrolment form, please drop into Reception. 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		✓	✓	✓

## 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.

### Refund Policy

Withdrawals prior to the commencement of term will be refunded the fee, deducting a \$5.00 administrative fee for processing the reimbursement cheque. No refunds will be given due to non-attendance after the commencement of term.

## 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.

## Getting Help

Do you have questions? Need help filling out the new enrolment form? Admin staff and volunteers will be available in the foyer area outside TSFS Reception during the first week of the enrolment period (Monday 14 November to Friday 18 November 2016).

These friendly volunteers will be able to answer any questions you may have after reading this fact sheet from the TSFS Committee of Management. They will also be available to sit with you to assist with filling in the enrolment form. Of course, 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.

## Frequently Asked Questions

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. We ask students to request changes after they have received their timetable/receipt confirmation from the office.

Is there a maximum limit if I want to do more than 3 classes?

Students can enrol in as many classes as they like, subject to availability in the classes selected. Just be aware that an additional fee of \$20 per extra class is payable after the first three classes. For example, if you are enrolling in 5 classes for a term — you will pay a \$70 membership fee, plus \$40 in additional fees for your extra 2 classes.

But please remember, there is a limit of 2 art classes each term.

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.