



## Important information for all 2025 TSFS School Members

To pre-empt some of the questions commonly received in the lead up to Term One and Two, 2025 enrolment period, please take a moment to familiarise yourself on the enrolment process here at TSFS:

### When will enrolment forms be available?

Our 2025 Term One and Two enrolment forms will be available from 9am, **Monday 18<sup>th</sup> of November**. This is 7 days after the program is released to give you time to properly read the course information brochure and plan your classes around your other commitments, before putting your enrolment form in. Admin staff will commence processing your completed enrolment forms and online submissions, seven days after this date. This allows all students equal opportunity to enrol regardless of what day of the first week they submit the form.

### 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 are collectively held together and then selected at random when admin staff begin processing (seven days after the release of the enrolment form). Enrolment forms received after the first week will not be processed until after all of week one's enrolment forms have been completed.

### How will I receive my 2025 Term One and Two program and enrolment form?

Our program and enrolment form will be sent electronically via email to all students who currently have their email address registered with us. For those who do not have email access, printed copies will be available for collection from TSFS Reception as well as in the Main Halls in both the Trinity and Queens buildings. Information will also be available online at [www.perthunitingchurch.org.au](http://www.perthunitingchurch.org.au).

### How do I submit my enrolment form?

Completed enrolment forms can be submitted:

In person via the Drop Box located in the Queens Building Foyer or TSFS Reception (Lvl 1, 97 William St, Perth)	Print the form, then scan or take a photo of the completed form. Email it to <a href="mailto:reception@tsfs.org.au">reception@tsfs.org.au</a> as an attachment.	Online enrolment via our website: <a href="http://www.perthunitingchurch.org.au/enrolments">www.perthunitingchurch.org.au/enrolments</a> .
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*Please note: no payments will be accepted with your forms; fees will be settled after enrolment.*

### How do I enrol if I am going to be away at this time?

If you are going to be away from school when enrolments are open, please submit an online enrolment request. If you do not have internet access whilst you are away, please speak to a friend/classmate/family member prior to your time away and have them complete and submit an enrolment form or online submission on your behalf. (Payment is not due until the week of term commencing). Staff are not able to complete an enrolment form on your behalf.

### Can I enrol for Term One and Two at the same time?

Yes, if your intention is to attend classes TSFS classes through until 20th June 2025 (the end date of Term Two) we strongly encourage you to complete the tick box for both terms against your selected classes. This enables us to provide you with better continuity of your classes throughout the first half of next year where space permits. If you only tick term 1, you will only be enrolled in term 1 and you will not be placed in any term 2 classes and vice versa.

## When do I pay my membership fee?

Payments can be made one to two weeks prior to the start of each term and are due on the Friday of Week 1 of term.

Payment dates as follows:

**Term One:** Pay between 20/01/25 – 07/02/25

**Term Two:** Pay between 22/04/25 – 2/05/25

### Membership Fee

**\$99**

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 membership fees is significantly less than the cost of running TSFS and therefore UCIC funds the shortfall incurred each year. In the 2023-2024 financial year we ran a deficit of \$269,929 with similar figures reflected in prior financial years. This figure does not include the foregone rental income as 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.

## I made a mistake on my enrolment form, can I change this?

Please ensure you review the program and complete your enrolment form very carefully prior to submitting it, ensuring that there are no clashes with other classes or regular appointments. Due to the sheer number of enrolment forms received during the enrolment period, and the time it takes to search for and retrieve one form in amongst hundreds, we are unable to make alterations to your enrolment until after the bulk of enrolments have been processed. Following on from this, please be reminded that you may make changes to your enrolment at any time during the year by contacting TSFS Reception.

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

Admin staff will commence processing enrolments from Monday 25th November 2024. Due to the large quantity of enrolments received during this period, it may 2 weeks or more before you receive your timetable/receipt via email or post. If you submitted your enrolment between the 18<sup>th</sup> and 22<sup>nd</sup> November and have not received your timetable/receipt confirming your enrolment by Monday 9<sup>th</sup> December 2024, please contact Reception.

## How will I know when my enrolment has been processed?

Once enrolments are processed, timetables will be sent to students by email. If you do not have an email address please ensure your postal address is up to date with us so that we can mail your timetable to you.

## What happens if my classes are all full?

If your selected class is fully booked, you will be added to a waiting list for this class. As soon as a vacancy arises in a waitlisted class, TSFS will telephone/email you to offer you a place. If all of the classes you have selected are fully booked, TSFS staff will phone you during the enrolment process to discuss further options and class availability.

## When can students new to the school enrol?

New students' enrolment forms will be processed from the 25<sup>th</sup> of November, after the first week of enrolment forms belonging to existing students have been processed. This allows our existing members the first 7 days from Monday 18<sup>th</sup> November to submit their enrolments and secure their preferred classes before new students are processed.

**If you have any further queries, please do not hesitate to contact us via email at [reception@tsfs.org.au](mailto:reception@tsfs.org.au), or alternatively by phoning 9483 1333 during office hours.**

*Please be advised that due to this being a busy period for the office, you may not get through to us immediately. We will endeavour to respond to your query as soon as possible, and we appreciate your patience and understanding.*