



U3A Course Proposal

ID No.

Office use only unless a repeat of a previous course

Course Title					
Subject Group	<i>See last Prospectus.</i>				
Course Leader or Convener	Name:				
	Postal Address:				
	E-mail Address:				
	Phone No(s):				
Course Description <i>Up to 75 words including, the extent of participation by, or knowledge required by, course members.</i>	<p>Do you have additional information that could be sent to enquirers? Yes / No</p>				
Required Course Materials, etc.	<p><i>List any books, art supplies, musical instruments, etc. to be provided by participants</i></p>				
U3A Equipment Loans	<p><i>Do not include any equipment permanently provided at the venue.</i></p>				
Costs	<p><i>Show here any additional costs associated with the course including room rent and refreshments.</i></p>				
Course Details <i>(First preferences)</i>	Start Date:		Finish Date:		
	Day of Week:		Times:		
	Frequency: <i>(E.g. monthly)</i>		Venue:		
	<p><i>Please provide details of any flexibility in dates, day or venue.</i></p>				
Enrolment and Contact Details*	Earliest Date & Time Enrolments Taken: <i>(Preferably not before the third Monday in January)</i>		(Date)		(Time)
	Contact Name:				
	Phone / E-mail:				
	Minimum:		Maximum:		Number of Vacancies for advertising purposes
	Waiting lists taken? Yes / No				
Necessary publicity	<p>By lodging this Course Proposal Form I give my permission to U3A-ACT to use the contact details at * above for the purposes of advertising and promoting the course, including publishing them on its Web site, and in the U3A Prospectus, Newsletters or e-Bulletins.</p>				

Please return completed form to the Courses Administrator at courses@u3acanberra.org.au, or 2 Wisdom St, Hughes, ACT 2605