

GUIDELINES FOR COURSE ENROLMENT

The following set of principles is designed to assist course leaders/convenors, and to inform students, on the approach to be taken in managing enrolments.

1. The preferred approach to enrolments is 'first in first served', based on giving the first to make contact after the opening date for enrolments the first vacant place on the course and so on.
2. In instances where prospective enrolments exceed the limit published in the Prospectus, course convenors may choose to compile a waiting list to fill any vacancies that arise, but this is strictly their choice.
3. To ensure enrolment procedures are clear, course convenors should nominate*:
 - a date from which enrolments will be taken. Each year the Courses Sub-Committee will confirm a standard earliest enrolment date (eg second or third Monday in January) which will be incorporated on the course proposal form. In certain circumstances, courses can enroll earlier.
 - the maximum number of places available
 - where courses are on-going, the actual number of vacancies
 - whether a waiting list will be maintained to fill any subsequent vacancies
 - the method of deciding which prospective students will receive places if the preferred 'first-in' 'first-served' principle is not to be applied.
4. Consistent with the foregoing principles, the Course Sub-Committee would expect that a likely course participant, either at the time of contacting a course convener to enroll or fairly soon after, would know whether they had a place on the course.
5. As course conveners may choose to accept enrolments either by telephone and/or e-mail, similar enrolment conditions apply irrespective of the type of enrolment contact.
6. Course conveners should not accept enrolments from members on behalf of other members, except for those requesting enrolment for themselves and their partner. Thus a member seeking enrolment for 'friends' should not be allowed.