



Class Charges Policy

Beliefs

Convenors

- Convenors should be volunteers
- Convenors who need certification or specific insurance will be able to apply for funding from the Committee
- If a convenor's current arrangement with the class involves a donation at the door this will continue
- All payments to convenors must be agreed to by the Committee before a convenor commences their classes at U3A Kingston

Equipment

Equipment (re-usable) needed for classes is to be paid for by U3A Kingston

Equipment (disposable) used in class is to be paid for by the members of the class

Examples of equipment we will pay for:

- tables, chairs, TVs, data projectors, computers, yoga mats, table tennis tables/nets/balls
- Subscriptions- magazines, on-line classes, to appropriate organisations
- Photocopying- there will be no reimbursement for photocopying nor charging class members. It will be done by office volunteers or convenors. It can be left at the office one week and picked up the next
- Insurance/ Accreditation (proportional reimbursement for the percentage use at KU3A) for exercise convenors on lodgement of current documentation

Examples of equipment we will NOT pay for:

- Photocopying- this is to be done via the office. Colour is available to convenors as needed. No money is expected to be collected from class members. If this has been negotiated with the Committee it will not be compulsory
- Printer cartridges- photocopying should be done via the office
- Hiring of equipment/resources- plays, DVDs/CDs/movies

2020 Charges as per this policy

- Per session:
- Exercise to music- \$2
 - Line dancing - \$2
 - Meditation- \$2
 - Tai Chi (all classes) - \$5
 - Yoga (all classes) - \$5
 - Play Reading - \$2
- Per Term:
- Social Studies - \$2 for speaker gift
 - Middle East \$2 per term photocopying
 - Italian post-intermediate \$5 This is not compulsory
 - Choir: Still In the Pink - \$5

Class Charges Policy	Approval Date:	Nov 2019
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