

## How to Withdraw from a Course / Class

- Log in to the membership page of the U3A website using your member number and password.
- At the bottom of the page, you will see this (with current Year)

**Please note: This page covers only membership. Click a Classes button below for class information.**

**Next** **Update Profile** **Change Membership**

If you want to enrol in 2022 classes click the **Classes 2022** button. **Classes 2022**

If you will be absent from class, put in an apology. **Apologise**

Absence from: Date(d/m)  to: Date(d/m)  **Apologise**

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- Press on 'Classes 2023' button
- You will see a list of all your classes- enrolled, waitlisted or withdrawn from.
- Example

<input type="checkbox"/>	00076-01 2022	Enrolled	20/01/2022	9/2-30/11	Tutor: Terese Lee-Winsler	Arty Class - Mixed Media:2022
	Boambee East Community Centre	09:00am-12:00pm	Wed			Bruce King Drive Boambee East;
<input type="checkbox"/>	00146-01 2022	Waitlist	20/01/2022 2027	26/4-29/11	Tutor: Jan Strom	Mindful Yoga and Meditation:2022
	Cavanbah Centre Room A	02:45pm-03:45pm	Tue			22 Earl Street Coffs Harbour;
<input type="checkbox"/>	00164-01 2022	Withdrawn	del:12/02/2022	21/3-11/4	Tutor: Carol Myers	For the Young at Heart -Singles
	Pacific Dancentre-Coffs Showground	10:00am-11:00am	Mon			Pacific Highway Coffs Harbour;
<input type="checkbox"/>	00166-01 2022	Enrolled	20/01/2022	9/5-30/5	Tutor: Su-Rose McIntyre	Letting Go of Stuff
	Toormina Community Centre	10:00am-12:00pm	Mon			171 Toormina Rd Toormina;

Highlights: Withdrawn Await Acceptance

- Follow these instructions beneath the line.

**To withdraw from one or more of the above classes:**

1. Click the square checkbox to the left of the class,
2. Select a reason from the dropdown list,
3. Click **Delete Class**

**To select (additional) classes:**

1. Click the **Classes 2022** button to list the available classes,
2. Alternatively click the **Zoom Classes** button to list only the available Zoom classes,
3. Click the square checkbox under each class code to select it,
4. Then click **Next** at the bottom of the page to return here.  
(Press the "End" key to get to the bottom)

**Finish:**

1. When you have selected/withdrawn all the classes you want, click the **Next** button.

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Classes will of course align with the current year of study

Thank you