



Important information for all 2024 TSFS School Members

To pre-empt some of the questions commonly received in the lead up to Term Three and Four, 2024 enrolment period, please take a moment to familiarise yourself on the enrolment process here at TSFS:

When will enrolment forms be available?

Our 2024 Term Three and Four enrolment forms will be available from 9am, **Monday 10th of June 2024**. 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 they submit the form during this first week.

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 program). 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 2024 Term Three and Four 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.

How do I submit my enrolment form?

Completed enrolment forms can be submitted:

In person via the Drop Box located in the Queens Building Reception (Level 1, 97 William St, Perth)	Print the form, then scan or take a photo of the completed form. Email it to reception@tsfs.org.au as an attachment.	Online enrolment via our website: www.perthunitingchurch.org.au/enrolments .
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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 computer access whilst you are away, please speak to a friend/classmate prior to your time away and have them complete/submit an enrolment form on your behalf. (Payment not due until week of term commencing).

Can I enrol for Term Three and Four at the same time?

Yes, if your intention is to attend classes through until 29th November 2024 (the end date of Term Four) 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 second half of the year where space permits.

When do I pay my membership fee?

Payments can be made two weeks prior to the start of each term and are due on the Friday of Week 1. Payment dates as follows:

Term Three: Pay between 15/07/24 – 02/08/24

Term Four: Pay between 07/10/24 – 18/10/24

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.

Do I need to pay for classes if I don't attend any?

If you have submitted an enrolment form, been accepted into one or more of the classes you selected, and haven't withdrawn before the first date of the term, then you are required to pay the full membership fee. Any withdrawals that occur prior to the start of the term will be refunded minus a \$5.00 administrative fee. No refunds or credits will be given once term has commenced.

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 2022-2023 financial year we ran a deficit of \$278,299, 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 and that you have selected both terms if wanted. 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 once your form has been submitted. Any amendments will be made after all enrolments have been processed. Following on from this, please be reminded that you may make changes to your enrolment at any other time during the year by contacting TSFS Reception.

I've submitted my enrolment form, when will I receive my timetable for Term Three and Four?

Admin staff will commence processing enrolments from Monday 17th June 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 10th and 16th June and have not received your timetable/receipt confirming your enrolment by Monday 5th July 2024, please contact Reception.

How will I know when my enrolment has been processed?

Once enrolments are processed, timetables will be sent to students either by email or post.

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 new students to the school enrol?

New students' enrolment forms will be processed 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 10th June 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, 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.