

# Registration and Membership

## Registration

- Members may register for summer 2014 courses and events at any time during registration, **May 19 to May 27 at noon**. All registrations received during this time period are considered **on-time** and receive equal consideration.
- You may join OLLI, renew membership, and/or sign up for courses and events online at [www.olliatgmu.org](http://www.olliatgmu.org). Credit card payment is required for any fees when registering online.
- Alternatively, the registration form on page 28 may be used to register, join or renew your membership. Return the form with your payment (check(s) or credit card information) to OLLI by mail or in person. Faxed registrations will not be accepted.
- If you register anytime after noon on **May 27**, you may still be accepted into the classes you select, but only if space is available after on-time registrations have been processed.

## Making Changes

On or after June 6, you may add/drop classes or special events either online or by filling in a Change of Schedule Request (available in the office at Tallwood and during the term at the Reston and Loudoun locations). Any courses and events that are not oversubscribed can be added to your schedule. A list of closed activities will be posted at all locations and on the OLLI website.

If you are unable to attend a course or event in which you are enrolled, please drop the course/event. If there is a waitlist, the next member on it will be called, based on their priority and random number.

## Enrollment and Waitlisting

When you register, please list the courses and events you want in the order of their importance to you. Members are placed in courses and events based on the priority number they assign to their requests. If class enrollment reaches capacity (a number set by the instructor or based on room size), those who have assigned that course priority one will get in first, then the priority twos and so on. In addition, a random number is assigned by our computer system to each registration request. At the point that all members of a priority group cannot be included in the course, those with the lower random numbers will be admitted into the course first.

## Confirmation

About one week before term begins, you will receive confirmation showing the enrollment status for the courses and events you requested. If you have an email address on file, your confirmation will be emailed to you; if you do not, your confirmation will be mailed to your home. Please read your confirmation message carefully.

## Fees and Charges

- **Full membership** annual dues are \$375. This allows you to register for unlimited courses and activities held at all three locations for four terms (summer 2014, fall 2014, winter 2015 and spring 2015).
- **Introductory fee** for prospective members is \$150. Introductory members may register for unlimited courses and activities at all three locations during the summer 2014 term. Introductory members will not be issued a George Mason ID card. After this initial term, you may become a full member by paying annual dues of \$375 the next term you wish to register for courses. This introductory fee offer is not available to former OLLI members.
- If the renewal date on the catalog mailing label is 6/1/14 or earlier, please pay your annual dues. If the date is 9/1/14 or later, you are a continuing member and do not need to pay your dues now. For current members who have opted not to receive a printed catalog, the registration page on the Member Portal states your membership renewal date.
- **Payment options:** 1) Pay in full by check or credit card at the time of registration, OR 2) Pay in 12 equal monthly installments by credit or debit card. **Your application for the installment plan must be approved each year before you can register for courses or activities. Applications are available via the OLLI website ([www.olligmu.edu](http://www.olligmu.edu)) or by contacting the OLLI office.**
- Members may obtain a full refund of their dues by applying in writing to the executive director **before the beginning of the third week of classes in the first term of the year of enrollment or re-enrollment.**
- If a special event or course with a fee is oversubscribed, payments will be refunded by check. OLLI cannot provide a refund if you are unable to attend a special event for which you are registered.
- If space is available, nonmembers may participate in a bus trip for a \$5 fee in addition to the cost of the trip.