

# Registration and Membership

## Policies and Procedures

### Registration

- Members may register for winter 2016 courses and events at any time during registration, **December 1 to noon on December 10**. 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 [olli.gmu.edu](http://olli.gmu.edu). (Click on Register/Member Portal.) Credit card payment is required for any fees when registering online. Payment by check is preferred when registering with a form.
- Alternatively, the registration form on page 27 may be used to register, join, or renew your membership. Return the form with your payment (check or credit card information) to OLLI by mail or in person. **Faxed registrations will not be accepted.**
- If you register anytime after **December 10**, you may still be accepted into the classes you select, but only if space is available after on-time registrations have been processed.

### Enrollment and Waitlisting

When you register, 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 designated that course as 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.

### Making Changes

After December 11, you may request courses or special events for the winter term 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). If a course or event is filled, you will be waitlisted. Dropping a course can only be done using a Change of Schedule Request. A list of courses and events with open seats will be posted at all sites 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.

### Confirmation and Class Payments

- About one week before term begins, you will receive confirmation email showing enrollment status for your requests and any changes to classes including locations. If you do not have an email on file, it will be mailed to you.
- For courses/events with a fee, a separate notification will be sent. If you have been placed on the preliminary roster, **you must pay within a week of notification to complete enrollment**. If not, your seat will be offered to a member on the waiting list. If you will be out of town and unable to pay during that time, submit to the Tallwood office a separate check for each course/event with a fee, so we can process payment. Checks for courses/events for which you are waitlisted will be shredded.
- OLLI **CANNOT** guarantee a refund for courses/special events once you have paid and are enrolled. Consider carefully before signing up for courses with fees.

### Membership 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 ( winter 2016, spring 2016, summer 2016, and fall 2016).
- **Introductory membership** for prospective members is \$150. Introductory members may register for unlimited courses and activities at all three locations during the winter 2016 term. Introductory members will not be issued a George Mason ID card. This introductory membership offer is not available to former OLLI members.
- If the renewal date on the catalog mailing label is 1/1/16 or earlier, please pay your annual dues. If the date is 3/1/16 or later, you are a continuing member and do not need to pay your dues now. For current members, the Member Portal states your membership renewal date.
- **Membership 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 ([olli.gmu.edu](http://olli.gmu.edu)) or by contacting the OLLI office.**
- Members may obtain a full refund of their dues only 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.**