

LLIR Membership Policies and Practices

Membership

Membership is annual and includes courses during one academic year (Fall and Winter) according to the following guidelines.

- Anyone whose employment status is retired may join. There is no age requirement.
- The annual membership fee and course fees are paid during course registration.
- At least one course needs to be taken in either the fall or winter term. Alternatively, a Leave of Absence (LOA) can be taken as described below.
- Renewal of membership and registration for courses occurs in the early spring. Members are deemed to have resigned if they do not participate in the annual membership and registration renewal.
- Members with internet access are required to join, register for courses and pay online. It is essential to have a unique email address (not shared with a member).
- Members can keep their Registration information (address, email address, telephone number and emergency contact information) up to date by going to the [Members' Login](#) page on the website. If applicable, a relevant disability or mobility issue should be specified.
- Active members and members on LOA who do not have internet access will be mailed their paper registration forms in the early spring.
- Assistance will be provided in the winter term for members who have internet access and require help with registration.

Course Assignment

One course can be taken each term. It is not possible to take both a morning and an afternoon class in the same term.

- LLIR assigns places in courses based on years of seniority.
- At least two course choices need to be made when registering for a term being attended. LLIR strongly recommends indicating a 1st, 2nd, 3rd and 4th choice for each term to ensure being assigned a course.
- Do not select a course for a term in which you will be away more than 4 weeks.
- Course selections cannot be changed after courses have been assigned.
- Members not receiving a course assignment by the end of June should contact the Associate Registrar llirregistrar@gmail.com. (Call the Registrar at 416-787-7333 if registration was done by paper).

Refunds

Membership and course fees are not refundable except in exceptional cases (e.g. no course could be assigned based on your course selections).

Leave of Absence

Members may apply for a LOA to be exempted from registering in any course for one academic year.

- During an LOA year, the annual membership fee needs to be paid.
- Seniority points are not accumulated during an LOA year.
- If you do not take any course during a year because you withdrew from a course and/or cannot be assigned your choice of courses, you are considered to be on LOA.
- You are allowed a maximum of two LOA years. After that, you may join LLIR again but lose all seniority.