



# Membership and Course Registration Policies

## Membership

- Anyone whose employment status is retired may join. There is no age requirement.
- It is essential to have a unique email address (not shared with another member).
- Members are required to join, register for courses and pay online.
- Membership is annual and includes courses during one academic year (fall and winter).
- The annual membership fee and course fees are paid during the membership renewal and course registration process which occurs in the late winter or early spring.
- Members are deemed to have resigned if they do not participate in the annual membership renewal and course registration process.
- Members must register for at least one course each academic year to maintain membership. Alternatively, a Leave of Absence (LOA) may be taken as described below.
- Members are expected to keep their membership information (address, email address, telephone number and emergency contact information) up to date by going to the Members' Login page on the website (llir.ca). If applicable, a relevant disability or mobility issue should be specified.

## Registration & Course Assignment

- Only one course may 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.
- Members must select at least two course offerings (1<sup>st</sup> and 2<sup>nd</sup> choices) when registering for a term being attended. LLIR strongly recommends indicating also 3<sup>rd</sup> and 4<sup>th</sup> choice selections for each term being attended to ensure being assigned to a course of one's choice and to avoid having no course assigned.
- As a courtesy to fellow members, members should not register for a course during a term in which they will be away more than 4 weeks.
- Assistance will be provided during the membership renewal and course registration process to members who require assistance with registration and payment.
- Course selections cannot be changed after courses have been assigned.
- Members not receiving a course assignment by the end of June should contact the Registrar at registrar@llir.ca.

## Refunds

- Membership and course fees are not refundable.

## Leave of Absence (LOA)

- Members may apply for a LOA if they do not wish to register for a course for a given academic year.
  - During a LOA year, the annual membership fee needs to be paid.
- A LOA year does not count as a year of seniority.
- Members are allowed a maximum of two LOA years.