

Subject: RE: Enrolment Application and Payment Advice for Mary Contrary [Ref: 2J0BN4]
From: "Mary C" <mcq01@gmail.com.au>
Date: 15-Jan-2018 8:31 AM
To: "LMU3A Enrolment by Email" <lmu3aenrol@gmail.com>

319
168
502

DD

246
CC 246
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CC

-----Original Message-----

From: LMU3A Enrolment by Email [mailto:lmu3aenrol@gmail.com]
Sent: Thursday, 4 January, 2018 4:20 PM
To: maryc@gmail.com
Subject: Enrolment Application and Payment Advice for Mary Contrary [Ref: 2J0BN4]

Dear Mary,

LMU3A has an email system for enrolment applications and payment advice which asks you to use specific codes and formats. This provides a fast and easy way to tell us your payment method, course selections, withdrawals or any additional information.

Please use as a guide to your reply the EXAMPLES below and a complete example at:
Enrolment Application Email Example (Semester 1 or New Member)

The system we use will automatically read entries in your reply. There can be only one item per entry line. You need to:

- Start a normal Reply to this email
- Type the information in specific format (see below) then press ENTER:
 - . PAYMENT is advised by whichever code applies
 - . each COURSE is coded using its 3-digit number
 - . a WITHDRAWAL is coded using the single character w on the same line as the course number
 - . ADDITIONAL course or related information use specific coding
- Please PROOFREAD anything you enter for spelling and accuracy, then send the email

PAYMENT

Payment is compulsory for membership renewal, new members, and for course leaders to attend courses or talks other than their own. Payment is due before course applications can be confirmed. Payment is separate from this email and can be made by either of the following methods:

Direct Deposit:

The code to enter in your reply is: DD

Transfer \$50 to the following account. Ensure you provide your Surname(s) and First Name(s):

BSB Number: 650000

Account Number: 959020300

Account Name: Lake Macquarie U3A Inc

Description: Surname First name

Cheque:

The code to enter in your reply is: CHQ

Write the cheque for \$50 to 'Lake Macquarie U3A Inc' and post to:

Enrolment Officer

Lake Macquarie U3A Inc

PO Box 864

Warners Bay NSW 2282

COURSE APPLICATION

Every course has a unique three-digit code number as found in this semester's Program. The course number is entered on its own line, and can be entered in any order. For example:

246

579

333

136

WITHDRAWAL

To withdraw, type a w on the line with the course number, as one entry. It is ESSENTIAL the w is the only letter in the entry with the course number; for example:

w246

ADDITIONAL INFORMATION

If you wish to assist as a course clerk, volunteer or give course suggestions then email the correct code and information by email. Please ensure there is only one item per entry line; for example:

CC 579

V

CL Greek mythologies

Your entries must be typed at the very top of your reply to us, above your own system's imprints and our original message. Codes, layout, and other helpful information are found at:

Instructions for Membership and Enrolment by Email

For answers to Membership and Enrolment questions, visit:

LMU3A Membership and Enrolment

You may reply to this email any number of times during this semester. You can apply for further courses as above, or withdraw a previous course application in a follow-up reply to this email.

By renewing your membership or becoming a new member you agree to abide by the Policies, By-laws and Constitution of LMU3A.

Thank you,
Glenys Chambers
LMU3A - Membership