



Registration form 2024/2025

PLEASE USE BLOCK CAPITALS

Surname:	Title:	Initials:
Address:	Forename:	
	Telephone:	
	Mobile:	
Postcode:	Email:	

By giving us your email address, you agree that we can send you all communications **by email**. Your agreement will continue unless you notify us otherwise.

Year of birth:	Previous occupation:
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In the event of an emergency evacuation of the building, do you have a mobility, hearing, visual or other impairment that could affect your ability to leave the building unassisted? **YES NO**
(please circle your answer)

I attach my payment as shown on the right and confirm that I will be bound by the Articles of Association of U3A in London (which I can see on request).	My subscription	£	Cheques and charity vouchers should be made payable to U3A in London
	Extra donation (optional)	£	
	Total	£	

Gift Aid Please put a cross (X), in the box if you wish U3A in London to treat as Gift Aid donations all qualifying gifts of money (including your subscription and any extra donation) you make now and in the future.

You thereby confirm that you are a UK taxpayer and understand that if you pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all your donations in that tax year it is your responsibility to pay any difference.

Please notify U3A in London by letter or email if you want to cancel this declaration, have changed your name or address, or no longer pay sufficient tax on your income or capital gains.

Emergency contact:	Tel:
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IMPORTANT By signing this form, I consent to the information above being used for the purposes shown in the Privacy Statement and to abide by the code of conduct, and if applicable, the Coordinator's responsibilities, shown overleaf. (PTO)

Signature: _____ **Date:** ____/____/____

FOR OFFICE USE ONLY		Subscription band (tick one)	Basic		Payment method (tick one)	Own cheque		Own card	
			Reduced			Joint cheque		Other's card	
Reg No						Other's cheque		Direct to Bank	
Payment date						Cash		Charity voucher	
Banking sheet		If person has circled YES (above) to say they require assistance to leave the building in an emergency, please ask them to complete a Personal Emergency Evacuation Plan (PEEP) PEEP completed? (tick)							
		Card issued by:				Database entry by:			

CODE OF CONDUCT

As a member of U3A in London I agree to abide by the principles of the U3A movement and this Code of Conduct which enables us to thrive in an atmosphere which is friendly, respectful and supportive.

We share the Old Town Hall with WAC Arts, our landlords, and other tenants and we need to be good neighbours.

For these reasons I agree:

1. To wear my membership pass and lanyard at all times.
2. To treat others with courtesy and respect at all times.
3. Not to do anything which could bring U3A in London or the wider U3A movement into disrepute.
4. To abide by the reasonable rules of WAC Arts for the use of the Old Town Hall by its tenants and occupiers.
5. That I will report any concern or complaint about the behaviour of any member of U3A (or any other person in the building) to the U3A Office so that it can be dealt with by the U3A Executive Committee.
6. To comply with the relevant policies of the U3A.
7. To be familiar with FIRE EXIT ROUTES from my class(es) displayed in each room.

PRIVACY STATEMENT

U3A in London needs members to provide the information on this form so that they can be kept informed about our programme and activities that are offered as part of membership of U3A in London. We will:

1. Store it securely
2. Use it to communicate with you as a member
3. Share it only with co-ordinators of the groups of which you are a member
4. Share it with the company that oversees the distribution of the Third Age Trust magazines if applicable.

Please be advised that you can request for your data not to be used for any of these purposes at any time by contacting the Chairman in writing.

COORDINATOR RESPONSIBILITIES (if applicable)

As a Coordinator I agree to the following responsibilities in the event of a fire: -

1. To be familiar with the FIRE EXIT ROUTES from my class (displayed in each room).
2. To go through the FIRE EXIT ROUTES with my class at the start of each term.
3. To find out if any member of my class has a disability which requires a PEEP (personal emergency evacuation plan) and any action I need to take.
4. To ensure more mobile members leave first during an evacuation.