



## Study Group Over-Enrollment Policy

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1. Teachers will be polled for the study group maximum enrollment.
2. Registration is opened to all members until the “on-time” enrollment date. Waiting list members who have cleared the wait list are included in this open enrollment.
3. At a specified date, the “on-time” enrollment will be closed. All member requests to join a study group that are received prior to the “on-time” date will be given a lottery number generated randomly by a computer.
4. If the number of students enrolled in a study group exceeds the available spaces, the lottery will be conducted by sorting students by their lottery number (high numbers enrolled / low numbers wait listed).
5. Requests to join a study group that are received after the “on-time” enrollment date (changes/additions or tardy registrations) will be considered in the order in which they are received, but only after all “on-time” registrations are processed and any lotteries are conducted.

### Exceptions

**Priority is given to children of member instructors:** Since a major burden for our member instructors is to arrange care for their children during the time in which they are teaching, priority enrollment will be given to the children of member instructors who sign up for their parent’s study group.

**Over-ride in Cases of Multiple Lottery Losses:** Any student who has been wait listed on two or more study groups may be asked to rank their preference for the groups that they have been blocked from, and be given their top choice as a “lottery over-ride”. Accepting a "lottery over-ride" will put a student to the end of any other waiting lists that they are on. In extreme cases, the registration committee reserves the right to extend the "lottery over-ride" to two or more study groups.