

MEMBERSHIP NUMBER:

STUDENT NAME:

PARENT/GUARDIAN NAME:

CONTACT PHONE NUMBER:

DATE OF ABSENT CLASS/CLASSES:

NUMBER OF SUSPENDED LESSONS:

REASON FOR SUSPENSION:

CONDITIONS:

1. Four (4) weeks free of charge – during the Christmas break (form received by the 1st of December).
2. Minimum of two (2) week suspension (2 swimming lessons).
3. Suspensions outside of the Christmas Break incur a \$3.00 per week per student class holding fee.
4. Suspension applications cannot be backdated unless evidence supports request and upon management approval.
5. Membership suspension time **will not** be approved if the respective members' payments are not current and up to date.
6. Suspension requests must be in writing and signed by the member/parent or guardian. Electronically signed forms are accepted.
7. Suspension time is added onto the end of your contact minimum term. Please see your direct debit contract for more information. **Any suspension time may affect the cancellation date.**

Due to time differences and extenuating circumstances, it is required that a **minimum of three (3) working days' notice** be given to activate a suspension.

Management reserves the right to update the suspension policy with 14 days' notice.

I have read and understand the conditions of the suspension.

I accept the terms and conditions of the suspension.

MEMBER SIGNATURE

DATE

FOR OFFICE USE ONLY:

RECEIVED BY:

RECEIVED DATE:

PROCESSED BY:

DATE:

CHARGE: